



PERSONNEL SPECIFICATION

Job Title: Active Recreation Officer

Reporting to: Community Sport Manager

	Essential	Desirable
<p>Educational, Professional Qualifications and Previous Experience (all experience should be demonstrable)</p>	<ul style="list-style-type: none"> * A degree or 3rd level qualification which can be demonstrated is relevant to the post. *Two years full time (or part time equivalent) experience in sports development or sports coaching or community development. *Two years full time (or part time equivalent) experience in planning, organising and delivering active recreation sessions and opportunities. *Two years full time (or part time equivalent) experience of working with people with disabilities and other underrepresented groups in a sport or leisure environment. * A Sports Coaching or Leadership Qualification at Level 1 or above. *Experience in the effective use of websites and social media channels. *Experience of organising events and seminars. 	<ul style="list-style-type: none"> **Sports related degree or 3rd level qualification. **Experience of working with partnership organisations either in a voluntary or professional capacity. **Demonstrable experience of delivering training courses.
<p>Knowledge and Understanding</p>	<p>Knowledge and understanding of the barriers to participation in sport and active recreation experienced by people with disabilities and other underrepresented groups.</p> <p>An interest in improving the health and well-being of the local community.</p>	

<p>Skills & Abilities</p>	<p>Competent in the use of Microsoft software packages.</p> <p>Excellent proven written and oral communication and presentation skills.</p> <p>The ability to use own initiative, organise own work, work within budget constraints and achieve agreed targets and objectives within set timescales.</p> <p>Excellent inter-personal skills and ability to work as part of a team.</p>	
<p>Circumstances</p>	<p>*Ability to work evenings and weekends as and when required.</p> <p>*Access to form of transport that will permit the post holder to meet the needs of the post in full.</p> <p>*Available and willing to undertake training necessary for the post.</p>	

Note to all applicants:

*Only those applicants who clearly demonstrate how their qualifications, knowledge, experience and skills meet the essential criteria will go forward to the next stage in the recruitment and selection process.

**The desirable criteria may be used for short listing if required. All other essential and desirable criteria will be assessed by selection test and/or interview.