



## PERSONNEL SPECIFICATION

**Job Title:** Assistant Sports Development Officer

**Reporting to:** Community Sports Development Officer

	<b>Essential</b>	<b>Desirable</b>
<b>Educational, Professional Qualifications and Previous Experience (all experience should be demonstrable)</b>	<ul style="list-style-type: none"> <li>* Working towards a degree or 3<sup>rd</sup> level qualification in a sports and leisure related subject.</li> <li>*A strong interest in disability sport.</li> </ul>	**Recognised coaching qualification.
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>*Knowledge of sports development, coaching and active recreation activities.</li> <li>Knowledge and understanding of the barriers to participation in sport and active recreation experienced by people with disabilities and other underrepresented groups.</li> </ul>	
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Competent in the use of Microsoft software packages.</li> <li>Excellent proven written and oral communication and presentation skills.</li> <li>The ability to use own initiative, organise own work, and achieve agreed targets and objectives within set timescales.</li> <li>Excellent inter-personal skills and ability to work as part of a team.</li> </ul>	
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>*Ability to work evenings and weekends as and when required.</li> <li>*Access to form of transport that will permit the post holder to meet the needs of the post in full.</li> <li>*Available and willing to undertake training necessary for the post.</li> </ul>	

**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.