

PERSON SPECIFICATION

Post Title	Active Schools and Community Sport Officer	Band	9	Job Evaluation Reference	G312(2)
Required Attributes					
1. EDUCATION AND TRAINING				Essential	Desirable
Qualifications as an essential criteria can only be asked if it is a <u>fundamental</u> requirement of the role (i.e. the role could not be done without it). Otherwise, a qualification should be used as an <u>indication</u> of the knowledge required to perform the role and equivalent knowledge/experience* should be considered (i.e. SCQF Level 6 or equivalent knowledge/experience)					
*equivalent knowledge/experience can be gained in several ways including relevant work experience, voluntary or community activities, on-the-job or off-the-job training or full-time or part-time study					
Educated to/or working towards SCQF Level 9 (e.g General degree/SVQ Level 4)					✓
Educated to SCQF Level 8 (e.g. HND / SVQ Level 4) or equivalent knowledge/experience				✓	
Membership of a relevant professional organisation					✓
2. KNOWLEDGE AND EXPERIENCE				Essential	Desirable
Consider what knowledge and experience is essential at the point of recruitment and what can be considered desirable and can be learned through on-the-job training					
Clearly demonstrate knowledge and understanding of the aims of School and Community Sport				✓	
Extensive experience of engaging with the community through sport and physical activity				✓	
Project management experience.				✓	
Marketing and promotion				✓	
Prepare reports				✓	
Experience of curriculum for excellence Health and Wellbeing Outcomes					✓
Experience of physical activity planning and knowledge of strategic sports development planning.					✓
Confident in using Word, Excel and PowerPoint.				✓	
Health and Safety				✓	
Co-ordination of Meetings					✓
Quest/Quality Improvement frameworks					✓
LTAD Pathways				✓	
Knowledge of financial management including income generation and sponsorship					✓

3. SKILLS AND ABILITIES	Essential	Desirable
Consider what skills and abilities are essential the point of recruitment and what can be considered desirable and can be learned through on-the-job training		
Clearly demonstrate the ability to engage with key partners and maintain good working relationships.	✓	
Clearly demonstrate excellent communication skills both written and verbal.	✓	
Ability to prioritise tasks, meet deadlines and work on own initiative.	✓	
Event Management	✓	
Ability to organise and co-ordinate physical activity programmes	✓	
4. PERSONALITY FACTORS	Essential	Desirable
Include personality traits and interpersonal skills that align to the Councils Core Behaviours		
Possess personal motivation, which inspires a strong commitment to working towards the concept of Active Schools and Community Sport	✓	
Ability to work as a team member	✓	
Enthusiastic and highly motivated with the ability to motivate others	✓	
Excellent interpersonal skills	✓	
Strong influencing & negotiating skills	✓	
Ability to build trust and devolve responsibility and resources to partners/colleagues.	✓	
Resilient and able to deal confidently with difficult challenges	✓	
Value and promote equality and diversity within Active Schools and Community Sport.	✓	
5. OTHER REQUIREMENTS	Essential	Desirable
Include other criteria not covered in sections 1-4 i.e. Driving License or SSSC registration etc		
Relevant PVG checks prior to appointment	✓	
Ability to travel & have access to a vehicle/transport	✓	
Evening and weekend work	✓	
Employees are the Council's greatest asset and through our SUPPORT we are expected to work together and demonstrate the following core behaviours: - Strengthen – our Communities - Understand – our children's needs - Protect – our vulnerable people - Promote – equality and diversity - Open and transparent – at all times - Respect – our environment - Treat – each other with kindness		

Guidance:

A factsheet on writing a person specification is available on Connect within the recruitment policy/procedure.