

PERSONNEL SPECIFICATION



Position: Regional Development Officer

Educational and Professional Qualifications and Previous Experience

Essential Criteria:

1. A degree or Higher National Diploma (HND) or equivalent in a sports or recreation related subject **and** a minimum of two years full time (or part time equivalent) experience in organising and delivering sports/active recreation programmes for disabled people, older people or those with long term health conditions.

OR
A minimum of four years full time (or part time equivalent) experience in organising and delivering sports/active recreation programmes for disabled people, older people or those with long term health conditions.

2. A Sports Leaders or coaching qualification, Level 1 or above.

3. Experience in the recruitment, training and deployment of volunteers in an active recreation or community setting.

Desirable Criteria:

4. Experience of working in a club development or performance sport environment.

5. Experience of organising competitive sports events.

6. Experience of delivering training, coach education or leadership awards in sport.

Knowledge and Understanding

Essential Criteria:

7. Knowledge and understanding of the barriers to participation in sport and active recreation experienced by disabled people.

Desirable Criteria:

8. Knowledge and understanding of the principles of sports development.

9. Knowledge of the role of sport & physical recreation in the promotion of health and well-being.

Skills & Abilities

Essential Criteria:

10. Experience in the effective use of websites and social media channels and competent in the use of Microsoft software packages.

11. The ability to use own initiative, organise own workload, work within budget constraints and achieve agreed targets and objectives within set timescales.

Circumstances

Essential Criteria:

12. Ability to work evenings and weekends as required to carry out the duties of the post.

13. Access to form of transport that will permit the post holder to meet the needs of the post in full.

14. Available and willing to undertake training necessary for the post.

Note to all applicants: Desirable criteria may be used for short listing if required.