



## Personal Specification

### Education and Qualifications

Criteria	Essential	Desirable
A degree is desirable but not essential.		✓
Sports coaching / officiating qualifications could be advantageous.		✓
Full driving licence and access to car.	✓	
Possess high levels of numeracy and literacy skills and the intellectual capacity and flexibility to cope with the work involved.	✓	
Willingness to undergo an Enhanced Disclosure and Barring Service (DBS) check.	✓	

### Experience and Knowledge

Criteria	Essential	Desirable
Understanding of PE, National Curriculum, Ofsted, Sport and Physical Activity (National, regional and local plans/ policies).	✓	
Experience of working in sports development and or education.	✓	
Experience of working with young people.	✓	
Translating national targets into an area development/delivery plan and successfully delivering against them.	✓	
Experience of receiving, understanding and conveying information which requires interpretation, analysis and careful explanation.	✓	
Knowledge of the organisations and agencies that can support schools in developing and strategically using PE and School Sport.	✓	
<b>Relationship Management and Partnership Working:</b> <ul style="list-style-type: none"> <li>i. Advocacy with Headteachers on how PE and Sport can be used as a vehicle for whole school improvement.</li> <li>ii. Experience of working with community clubs and volunteers.</li> <li>iii. Experience of working with the public sector and private sector.</li> <li>iv. Proven experience of managing a number of relationships simultaneously.</li> <li>v. Experience of effective partnership working and ability to build trust and confidence with stakeholders.</li> <li>vi. Experience of driving and managing change.</li> <li>vii. Delivery of clear and concise communication using a number of vehicles to ensure key messages are understood.</li> <li>viii. Influencing to gain commitment.</li> <li>ix. Experience of effectively developing and motivating a team of people.</li> <li>x. Experience of presenting to a range of audiences.</li> <li>xi. Supporting and mentoring staff and volunteers.</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓
<b>Project Management</b> <ul style="list-style-type: none"> <li>i. Proven experience of managing a number of projects Successfully.</li> <li>ii. Evidence of data collection, monitoring, evaluation and Reporting.</li> <li>iii. Experience of producing high level written reports for a wide</li> </ul>	✓ ✓ ✓	



range of audiences.		
iv. Be able to demonstrate a track record of successfully meeting targets.	✓	
v. Experience of event management.	✓	
vi. Experience of problem solving and successfully overcoming Barriers.	✓	
vii. Experience of income generation and budget management.		✓
Have a sound working knowledge of Microsoft Office or equivalent software packages including Word, Excel, PowerPoint and email.	✓	

### Essential Skills and Abilities

- Inspire partners and stakeholders.
- Strong team player with a winning mentality.
- Excellent organisational and time management skills, able to perform under pressure and work to tight deadlines.
- Strong customer service skills with a propensity to look for opportunities to enhance the customer experience.
- Sets high standards with excellent attention to detail.
- Enthusiasm and passion for sport.
- Able to establish strong credible relationships with adults and young people.
- Excellent written and oral communication skills.
- Self-motivated, resilient, enthusiastic.
- Ability to demonstrate commitment.
- Ability to work successfully both independently and as part of a team.
- Good judgement and knowing when to seek advice or support.
- Ability to work outside normal working hours, if required.
- Ability to act as a role model of appropriate behaviours.
- Ability to reflect and evaluate performance of self and colleagues.
- Ability to use own initiative to manage and prioritise own work programme.
- Commitment to own professional development.