

**Person Specification- Sport Development Officer- Worcester City Council 2014**

<b>Post:</b> Sport Development Officer		<b>Post No:</b>	
<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
Physical appearance	Clean and tidy appearance		Interview
Education, training, experience and qualifications	<p>Completed or in the final stages of working towards a BSc or BA degree in Sports related studies</p> <p>Experience within the Sport Development field</p> <p>To be aware of current Sport Development initiatives and local programmes with evidence of involvement within these initiatives</p> <p>Experience of promotion and marketing</p> <p>Experience within partnership working, with an understanding of all working sectors, including the voluntary sector</p> <p>Experience with application and report writing</p> <p>Experience of event planning and event delivery</p> <p>Able to demonstrate, through training and experience, a clear understanding of sport development initiatives and community work practice.</p> <p>UKCC Level 2 coaching award</p>	<p>National Governing Body qualifications or coaching experience in a variety of Sports</p> <p>Experience in a leading role</p> <p>Experience in Social media promotion methods</p>	Application form and interview

<p>Particular skills and abilities</p>	<p>Ability to handle a range of projects and initiatives running in parallel</p> <p>Good verbal and written communication skills</p> <p>Ability to use ICT to collate and analyse information and produce reports (E.g. Microsoft Excel, Word, PowerPoint and use email).</p> <p>Ability to collect, record and present accurate research findings to a small team.</p> <p>Ability to demonstrate good organisational skills, managing time and priorities efficiently.</p> <p>Able to work without close supervision, using initiative to identify those matters that can be dealt with directly and those which require reference to one's line manager.</p> <p>Able to work as part of a team and to foster good team work amongst colleagues and voluntary workers.</p> <p>Ability to regularly travel around the City with your own transport- a car will be required.</p>	<p>Knowledge and understanding of:</p> <p>A wide range of community and sport-specific groups</p> <p>The local sport development structure within the County and how this links to National Sport Development initiatives</p> <p>The current school sport structure</p> <p>Community Development</p> <p>Sport within Colleges and Universities</p> <p>Able to liaise effectively with relevant agencies</p>	<p>Application form and interview</p>
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