

# Recruitment person specification

Post being recruited for: ...Active Schools Co-ordinator.....

## Council core competencies

**These apply to all posts**

Being customer / client focused

Working effectively with others

Managing change

Taking ownership and responsibility

Communicating effectively

Planning and decision making

**These apply to posts with responsibility for managing people or resources**

Leading others

Managing performance and developing others

Political sensitivity

## Person specification

**Category**

**Essential**

**Desirable** (not every post needs desirable requirements)

**Experience**

Clearly demonstrate knowledge and understanding of the aims of the Active Schools Network

Extensive experience of engaging with children and young people through sport and physical activity in education, sport, health, community, leisure and/or recreation industries

Proven project management experience

Experience of the primary and secondary curriculum and working in a school environment

Experience of physical activity planning and knowledge of strategic sports development planning

Knowledge of financial management

<b>Knowledge, skills and understanding</b>	<p>Clearly demonstrate the ability to engage with key partners and maintain good working relationships</p> <p>Clearly demonstrate excellent communication skills both written and verbal</p> <p>Ability to prioritise tasks, meet deadlines and work on own initiative.</p> <p>Confident in using Word, Excel and PowerPoint</p>	<p>Ability to coordinate and bring together all elements of Active Schools work</p>
<b>Qualifications and training</b>	<p>Educated to degree level</p>	<p>Membership of a relevant professional organisation.</p>
<b>Job specific requirements</b>	<p>Possess personal motivation, which inspires a strong commitment to working towards the concept of Active Schools</p> <p>Ability to work as a team member.</p> <p>Enthusiastic and highly motivated with the ability to motivate others.</p> <p>Excellent interpersonal skills.</p> <p>Strong influencing and negotiating skills.</p> <p>Ability to build trust and devolve responsibility and resources to partners/colleagues.</p> <p>Clear understanding of the benefits that physical activity and sport can bring to all.</p> <p>Resilient and able to deal confidently with difficult challenges.</p> <p>Value and promote equality and diversity within Active Schools and with partners.</p>	