Person Specification - Sports Programme Co-ordinator

		Essential	Desirable	Method of Assessment
Experience				
a)	Experience of working with Primary, Secondary and Special Schools	✓		Application/ Interview
b)	Knowledge and understanding of national and local sports policy, including the National School Games and the Manchester Strategy	✓		
c)	Experience of Sports Development work		✓	
d)	Experience of working with clubs and groups within the community		✓	
e)	Experience of working effectively with young people	✓		
f)	Experience of co-ordinating and delivering sports and activities	✓		
g)	Experience in the delivery of training to young leaders, volunteers and staff		✓	
h)	Experience of co-ordinating and organising events and competitions	✓		
i)	Experience of delivering and working with young people with a challenging and diverse range of needs		✓	
Qualifications and CPD				
a)	Sport Governing Body coaching awards/Sport Development/leisure qualification/QTS and non QTS will be considered	✓		Application
Knowledge and Skills				
a)	Competent IT Skills	✓		Application/ interview
b)	Ability to deliver basic training to young leaders, volunteers and staff	✓		
c)	Ability to work in partnership with a range of partners	✓		
d)	Ability to implement competition plans based on the needs of the schools/MPEA	✓		
e)	Knowledge of and commitment to safeguarding/child protection and equal opportunities	✓		
f)	Knowledge of relevant local and national strategies and targets		✓	
Personal Competencies and Qualities				
a)	Ability to mentor and motivate young leaders, volunteers and staff	✓		Application/ Interview
b)	Ability to work in a multi-cultural environment	✓		
c)	Ability to work under own initiative to tight deadlines	✓		
d)	Effective communication skills orally and in writing	✓		
e)	Ability to deliver a range of sports activities to young people		✓	
Motivation and Expectations				
a)	Prepared to work occasional evenings / weekends as required		✓	Application/ Interview
b)	Prepared to work flexibly to meet the needs and priorities of the Team*MCR* and host site	✓		
c)	Must be able to drive and have access to a car for work purposes	✓		