

## PERSON SPECIFICATION - Community Development Co-ordinator

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

<b>Qualifications &amp; Training</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> NEBOSH certification or equivalent health and safety qualification, or willingness to qualify	<b>D</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Sports coaching qualifications, Level 2 or Level 3 fitness instruction qualification or equivalent	<b>E</b>	
<input type="checkbox"/> First Aid qualified (or willing to qualify)	<b>E</b>	
<input type="checkbox"/> Full driving licence	<b>E</b>	
<input type="checkbox"/> Willingness and to participate in CPD	<b>E</b>	
<b>Knowledge &amp; Experience</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Experience of supervising staff, including setting rotas and conducting appraisal meetings	<b>E</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Effective working knowledge with standard Microsoft Office applications	<b>E</b>	
<input type="checkbox"/> Ability to work effectively on own initiative as well as part of a team	<b>E</b>	
<input type="checkbox"/> Experience of managing own workload to meet conflicting demands and deadlines to ensure completion of tasks	<b>E</b>	
<input type="checkbox"/> Experience of cash handling, data recording and database management	<b>E</b>	
<input type="checkbox"/> Experience in a school setting, of the effective management of external lettings procedures and policies	<b>D</b>	
<input type="checkbox"/> Experience of preparing and maintaining sports equipment and demonstrating safe use to clients and customers	<b>D</b>	
<input type="checkbox"/> Experience of working in a school based environment	<b>D</b>	
<input type="checkbox"/> Basic knowledge of physiology of the body and health and safety requirements regarding safe use of sports equipment	<b>D</b>	
<b>Skills &amp; Key Criteria</b>	<b>Essential/Desirable</b>	<b>How Identified</b>

<input type="checkbox"/> Proven capacity to work innovatively and independently	<b>E</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Excellent interpersonal and communication skills (written & verbal) in dealing with colleagues, young people, and external providers.	<b>E</b>	
<input type="checkbox"/> Ability to work sympathetically yet purposefully with challenging young people	<b>E</b>	
<input type="checkbox"/> Ability to take the initiative	<b>E</b>	
<input type="checkbox"/> An excellent team member	<b>E</b>	
<input type="checkbox"/> Organise and develop effective systems	<b>E</b>	
<input type="checkbox"/> Confidentiality and discretion	<b>E</b>	
<input type="checkbox"/> Able to think logically and calmly	<b>E</b>	
<input type="checkbox"/> Able to keep accurate & appropriate records	<b>E</b>	
<input type="checkbox"/> High standard of written and spoken English	<b>E</b>	
<input type="checkbox"/> Good numeracy skills	<b>E</b>	
<input type="checkbox"/> Good problem solver	<b>E</b>	
<input type="checkbox"/> Understand and manipulate numerical & statistical data	<b>D</b>	
<input type="checkbox"/> Evidence of the ability to promote a positive ethos and pride in the academy together with high standards of education, care and behaviour	<b>E</b>	
<b>Personal Circumstances</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> The post holder will be required to be flexible with working hours to meet the demand for letting requests and will be required to work unsociable hours, including weekends and evenings and during Academy holiday periods	<b>E</b>	Application form/Interview/ Task/Identification (if applicable)
<input type="checkbox"/> No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required)	<b>E</b>	
<b>Equal Opportunities</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	<b>E</b>	Application form/Interview/ Task (if applicable)

<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	<b>E</b>	
<b>Safeguarding</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	<b>E</b>	Application form/Interview/
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	<b>D</b>	Task (if applicable)