# **PERSON SPECIFICATION: Sport and Physical Activity (Participation Officer) POST REFERENCE: 104063**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | Sport related training/qualifications (A level or equivalent) (F) (I)  Minimum of Level 2 NGB Award or equivalent  NGB awards for a range of sports. (F) (I) | Degree or equivalent in a sport/recreation related discipline (F) (I)  Membership of a sport/recreation professional body e.g. CIMSPA (F) (I)  Full First Aid certificate (F) (I)  Safeguarding and Protection Children/Vulnerable Adults Training (F)  Motivational Interviewing (F) |
| * **Work or other relevant experience** | Experience of working in health and wellbeing or sports development, leading on projects to target specific community outcomes and developing participation opportunities. (F) (I)  Experience of leading on activity sessions, events and campaigns to support in improving people’s health and wellbeing (F) (T) (I)  Experience of work with disadvantaged people and low participation groups (F) (I)  Experience of developing high quality services (F) (I)  Experience of planning programmes, evaluation and review (F) (I)  Experience of partnership working e.g. Sport England, County Sports Partnership (F) (I)  Experience of leading activity sessions (F) (I) | Experience of work in Local Government sports development (F) (I)  Marketing and promotion experience (F) (I)  Experience of budgetary management and control (F) (I)  Experience of applying for grants (F) (I)  Experience of applying local insight to understand community needs and develop targeted projects (F) (I)  Experience of staff mentoring and guidance (F) (I) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| * **Skills, abilities, knowledge and competencies** | Excellent communication skills, verbal and written (report writing) (F) (I)  Knowledge of :-   * Sports development process * Contribution sport and physical activity makes to other agendas e.g. health, social and education * Health and safety issues affecting Sport and Physical Activity   Organised, ability to manage heavy workloads and tight deadlines (F) (I)  Ability to lead and assist in public consultation and engage positively with members of the public (F) (I)  Ability to work on own initiative and with others as part of a team (F) (I)  Computer literate (Microsoft packages) (F) | Knowledge of external funding available both to local authorities and the wider community for sport initiatives (F) (I)  Knowledge of Motivational Interviewing techniques (F) | |
| * + **General competencies** | Strong commitment to leisure, participation and recreation (I)  Tact and diplomacy skills (I)  High expectations of self and others (R) (I)  Self- reflective, continually reflecting on own practice with the aim to improve (A) (I) (R)  Responsive to feedback, challenge and support (A) (R)  Flexible and adaptable in approach (I) (R)  Demonstrate sensitivity, integrity and enthusiasm when working with all stakeholders (R) (I)  Willingness to work in partnership with other staff, key agencies and organisations. (A) (I) (R)  Ability to work occasional evenings and weekends (F) (I)  Able to travel independently to access a variety of locations (F)  Driving licence holder (F) |  | |
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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.

**On-going Training Requirements**

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

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| **Mandatory/Essential Training** | **Frequency** |
| Corporate E-Induction (e-learning)  Employee Protection Register  Health and Safety Awareness  Information Governance/Security Awareness  Safeguarding All (e-learning)  Equality and Diversity (e-learning)  Safeguarding Against Radicalisation - The Prevent Duty (e-learning)  First Aid  Manual Handling  Leisure Watch  Other post related training | Refreshed every 3 years    Refreshed every 3 years  Refreshed every 3 years  Refreshed every 3 years  Refreshed every 3 years  Refreshed every 3 years  Refreshed every 3 years |

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