

## Personnel Specification



**Job Title:** Multi-Sport Development Officer

**Job Purpose:** The post holder will provide opportunities for participation in sport for all sections of the community. The post holder will be responsible for the implementation of the Sports Development Programme, managing the operational aspects of the club and ensuring usage of the Centre as a leisure and training facility by a range of both public and private organisations.

### 1.0 QUALIFICATIONS AND ATTAINMENTS

#### *Essential Criteria*

- 1.1 \*Degree or equivalent qualification.
- 1.2 \*Minimum of Level 2 Fitness qualification e.g. gym instructor, ETM or personal trainer or equivalent.
- 1.3 \*Possess a coaching qualification in at least 2 sports.

#### *Desirable Criteria*

- 1.4 \*\*Degree or equivalent qualification in a discipline which can be proven relevant to the post e.g. sports science/studies; leisure studies; sport in the community; recreation/leisure management.

### 2.0 RELEVANT EXPERIENCE

#### *Essential Criteria:*

- 2.1 \*Two years full time (or equivalent part-time) experience in sports and fitness development, community development or coaching development.
- 2.2 \*Demonstrable experience of planning, organising and implementing sports related training courses, activities and events.
- 2.3 \*Demonstrable experience of partnership working with a wide range of stakeholders e.g. statutory agencies, community groups and clubs.

#### *Desirable:*

- 2.4 \*\*Demonstrable experience of operational procedures of a multi-sport facility, running and promoting physical activities.
- 2.5 \*\*Demonstrable experience of implementing programmes/activities/events resulting in income generation.

2.6 Demonstrable experience in the management of people including groups of volunteers.

**3.0 SPECIAL APTITUDES:**

***Essential Criteria***

3.1 Competent in the use of IT and in particular Microsoft Software Packages.

3.2 Excellent oral and written communication skills.

3.3 Excellent organisation and administration skills.

3.4 Ability to use own initiative, organise own work and achieve targets and objectives, as well as an ability to work within a team setting.

**4.0 KNOWLEDGE & UNDERSTANDING**

***Essential Criteria***

4.1 A practical commitment of sport and knowledge of sport or a range of sports.

4.2 Knowledge and awareness of current sport and social issues.

4.3 Knowledge of the particular needs of under-represented groups.

4.4 Knowledge of the Northern Ireland Strategy for Sport and Physical Recreation, 2009-2019.

**5.0 CIRCUMSTANCES**

5.1 \*Eligible to work in the UK.

5.2 \*Access to a car or other form of transport as and when necessary to facilitate the requirements of the job in a reasonable and effective manner.

5.3 \*Ability to work unsociable hours, including evening and weekends, on a regular basis.

\*Please note: Only those applicants who clearly demonstrate relevant achievement, experience, knowledge and understanding of essential criteria 1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 5.1, 5.2 and 5.3 will go forward to the next stage of the selection process.

\*\*Desirable criteria 1.4, 2.4 and 2.5 may be used for shortlisting purposes if required.