

Active Clubs Coordinator – Personnel Specification

1.0 Qualification and Attainments

Desirable Criteria

- 1.2** A degree or equivalent qualification which can be proven relevant to the post
- 1.3 ** An RYA or equivalent coach or instructor qualification
- 1.4 ** A postgraduate degree in Business Studies or Sports Development.

2.0 ESSENTIAL CRITERIA

Experience, Knowledge and Understanding

- 2.1 *Minimum 2 years' experience, full time (or part time equivalent) of supporting the development of sports clubs, volunteers and/or coaches.
- 2.2 *Demonstrable experience of developing and implementing plans to support the development of sports clubs, volunteers and/or coaches.
- 2.3 *Demonstrable experience of developing new and innovative approaches to increasing participation within sports clubs
- 2.4*Demonstrable experience of forming partnerships with key stakeholders
- 2.5* Demonstrable experience of collating and reporting monitoring and evaluation information.
- 2.6* A knowledge and understanding of the issues and challenges within sports clubs

Desirable Criteria

- 2.6 Demonstrable experience of identifying and disseminating good practice in sports development.
- 2.7 Demonstrable financial management experience including the development and administration of budgets
- 2.8 Demonstrable experience of the running of a sailing club

4.0 SKILLS AND APTITUDES

Essential Criteria

- 4.1 Competent in the use of Microsoft Office including Outlook, Word, Excel and Powerpoint
- 4.2 Excellent presentation, oral and written communication skills.
- 4.3 Ability to motivate enthusiasm amongst coaches and volunteers.
- 4.4 Excellent organisational and planning skills
- 4.5 Excellent interpersonal skills and ability to work as part of a team
- 4.6 Ability to act on own initiative
- 4.7 Ability to work under pressure

5.0 CIRCUMSTANCES

- 5.1* Must be able to work flexibility including some evenings and weekends
- 5.2* Access to a form of transport that will permit the post holder to meet the requirements of the post.

Note to Applicants:

All offers of employment are subject to receipt of satisfactory references and where required undertake an Access NI check.