

# PERSONNEL SPECIFICATION

Position: Inclusive Pathways Officer

## **Educational and Professional Qualifications - Please demonstrate on application form**

### **Essential Criteria:**

1. A degree or 3<sup>rd</sup> level qualification.

### **Desirable Criteria:**

2. Sports related degree or 3<sup>rd</sup> level qualification

## **Previous Experience - Please demonstrate on application form**

### **Essential Criteria:**

3. A minimum of three years full time (or part time equivalent) experience of sports development

4. A minimum of one years full time (or part time equivalent) experience of working with disabled people or other underrepresented groups as part of a previous position.

5. A minimum of two years full time (or part time equivalent) experience in planning, organising and delivering programmes and events in a sporting environment.

6. Experience in the effective use of digital media channels to promote projects, partnerships and initiatives.

### **Desirable Criteria:**

7. Experience of working with Governing Bodies of Sport.

8. Experience of regularly delivering training courses.

## **Knowledge and Understanding – Please demonstrate on application form**

### **Essential Criteria:**

9. Knowledge and understanding of the barriers to participation in sport and active recreation experienced by disabled people.

## **Skills & Abilities - To be tested at interview**

10. Competent in the use of Microsoft software packages.

11. A high level of written and oral communication and presentation skills.

12. The ability to use own initiative, organise own work load, work within budget constraints and achieve agreed targets and objectives within set timescales.

13. Good inter-personal skills and ability to work as part of a team.

**Circumstances – Please demonstrate on application form**

**14.** Ability to work evenings and weekends as required to carry out the duties of the post.

**15.** Access to form of transport that will permit the post holder to meet the needs of the post in full.

**16.** Available and willing to undertake training necessary for the post.

**Note to all applicants:** Desirable criteria may be used for short listing if required.