

# PERSONNEL SPECIFICATION



## Position: Competition Officer (Wheelchair Basketball)

### Educational and Professional Qualifications

#### Desirable Criteria:

1. A degree or Higher National Diploma (HND) or equivalent in a sports or recreation related subject.

### Previous Experience

#### Essential Criteria:

2. A minimum of two years' full-time experience, or the equivalent in part-time or voluntary roles, within a sports, recreation, or related environment.

#### Desirable Criteria:

3. Experience of working with clubs, volunteers, officials or participants within a sporting context.
4. Experience of organising competitive sports events and leagues.
5. Experience of working or volunteering in developing or delivering wheelchair basketball programmes.
6. Experience of using online systems or spreadsheets to manage fixtures, results and competition records.

### Knowledge and Understanding

#### Essential Criteria:

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

#### Desirable Criteria:

8. Knowledge and understanding of safeguarding.
9. An understanding of the 'Classification' system used in disability sport.
10. Knowledge and understanding of wheelchair basketball rules and competition formats.

<b>Skills &amp; Abilities</b>
<b><u>Essential Criteria:</u></b>  <b>11.</b> Competent in the use of Microsoft software packages.  <b>12.</b> Effective communication and interpersonal skills.  <b>13.</b> Strong organisational skills with the ability to use own initiative, organise own workload, work within budget constraints and achieve agreed targets and objectives within set timescales.  <b>14.</b> The ability to work effectively as part of a team.
<b>Circumstances</b>
<b><u>Essential Criteria:</u></b>  <b>15.</b> Ability to work evenings and weekends as required to carry out the duties of the post.  <b>16.</b> Access to form of transport that will permit the post holder to meet the needs of the post in full.  <b>17.</b> Available and willing to undertake training necessary for the post.

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