



Person Specification: Village Games Co-ordinator

Specification	Essential/ Desirable	How Assessed
KNOWLEDGE AND EXPERIENCE		
1. A knowledge of community sports development.	E	Application/Selection for Interview
2. Experience of working in the field of sports coaching, development or community development.	E	Application/Interview
3. An ability to write accurate and concise reports.	E	Application/Selection for Interview
4. Experience of computer based programmes, e.g. Windows, Excel etc.	D	Application/Interview
5. Understanding of the local, regional and national strategies relating to this area of work	D	Application/Interview
6. Knowledge of the key issues related to sports leadership, volunteering and coaching.	E	Application/Interview
7. Knowledge of child protection issues.	E	Application/Interview
8. Experience and understanding of working with schools, clubs, voluntary organisations and governing bodies of sport.	E	Application/Interview
9. Relevant degree or equivalent.	D	Application/Interview
10. Experience of mentoring and supporting volunteers and leaders.	D	Application/Interview
11. Hold a full driving licence and be able to use own car for business purposes.	E	Application/Selection for Interview

Specification	Essential/ Desirable	How Assessed
12. Knowledge and experience of monitoring and evaluation procedures.	D	Application/Interview
13. To hold a current First Aid Certificate, preferably First Aid at Work.	D	Application/Interview

RELATIONS WITH PEOPLE

1. Ability to work well as a member of a multi-agency team.	E	Application/Interview
2. Excellent oral and written communication skills.	E	Application/Interview
3. Ability to build positive working relationships with partner organisations.	E	Application/Interview

INITIATIVE AND INDEPENDENT ACTION

1. Ability to be self-motivated and generate personal workload. Have the capacity to effectively organise and prioritise the same.	E	Application/Interview
2. Be able to work well under pressure and to meet deadlines whilst maintaining the highest standards of quality.	E	Application/Interview
3. Ability to work towards partners' strategic plans and develop systems and procedures to achieve the outcomes.	E	Application/Interview
4. Ability to carry out the duties in accordance with the partners Equal Opportunities Policy.	E	Application/Interview
5. Willingness to work unsociable hours.	E	Application/Interview

CREATIVITY AND INNOVATION

1. Develop new approaches to projects and inspire others.	D	Application/Interview
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