



Person Specification: JOG Derbyshire Co-ordinator

Specification	Essential/ Desirable	How Assessed
KNOWLEDGE, EXPERIENCE AND SKILLS		
1. Knowledge of community sports development.	E	Application/Selection for Interview
2. Passion for jogging/running, or community sport.	E	Application/Interview
3. Experience of working in the field of sports coaching, development or community development, in a paid or voluntary role.	E	Application/Interview
4. Experience of mentoring and supporting volunteers and leaders.	D	Application/Interview
5. Experience and understanding of working with community groups, clubs, schools, voluntary groups and governing bodies of sport.	E	Application/Interview
4. Experience of JOG Derbyshire or other running development programmes.	D	Application/Interview
6. Experience of computer based programmes, e.g. Windows, Excel, Facebook, Twitter and other social media.	D	Application/Interview
7. Knowledge and experience of monitoring and evaluation procedures.	D	Application/Interview
8. Understanding of the local and national plans and initiatives to increase physical activity levels of adults.	D	Application/Interview
9. Knowledge of the key issues related to sports leadership, volunteering and coaching.	D	Application/Interview
10. Knowledge of child protection issues.	D	Application/Interview
11. Relevant degree or equivalent.	D	Application/Interview

Specification	Essential/ Desirable	How Assessed
12. An ability to write accurate and concise reports.	E	Application/Selection for Interview
13. Hold a full driving licence and be able to use own car for business purposes.	E	Application/Selection for Interview
14. 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 interpersonal skills.	E	Application/Interview
3. Excellent oral and written communication skills.	E	Application/Interview
4. Ability to build positive working relationships with partner organisations, community groups and leaders.	E	Application/Interview
INITIATIVE AND INDEPENDENT ACTION		
1. Highly motivated, independent worker and ability to generate personal workload. Have the capacity to effectively organise and prioritise.	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 desired outcomes of the project.	E	Application/Interview
4. Ability to carry out the duties in accordance with Equal Opportunities Policies and other standard working practices.	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

