

**Person Specification**

<b>Post Title</b>	<b>Pathways Coordinator [Gymnastics]</b>
<b>Division</b>	<b>Sport &amp; Active Lifestyles</b>
<b>Section</b>	<b>Sports Development</b>
<b>Location</b>	<b>City Wide</b>

\* Candidate's suitability will be measured by assessment in the following ways;

**A** – Application: **I** – Interview: **R** – References: **X** - Interview Exercise[s]

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Experience of</b>			
1 Delivering a project that encourages greater gymnastics participation and/or physical activity programmes	X		A I
2 Relevant project management experience		X	A I
3 Working in partnership with Sports Clubs, Local Authority, Active Schools, NGBs	X		A I
4 Coaching pre-school gymnastics programmes		X	A I
5 Coaching artistic gymnastics		X	A I
6 Coaching Trampolining		X	A I
7 Supervising, supporting and mentoring coaches, coaching assistants and volunteers		X	A I
8 Organisational experience of devising and delivering coaching programmes	X		A I
9 Experience of club/coach development	X		
<b>Skills, Abilities and Knowledge [general]</b>			
10 Effective organisation and planning skills	X		A/ I
11 Excellent communication skills; with an ability to present ideas clearly in written, verbal or graphic form and present information appropriately to connect with a wide range of audiences	X		A/ I
12 Excellent ITC skills, including Microsoft Office and its associated applications	X		A/ I
13 Work cohesively as part of a team	X		A/ I

14	Self-motivated and able to work unsupervised, managing own time effectively determining best use of available hours	X		A/I
15	Able to work on own initiative and develop new ideas and approaches to tennis development	X		A/I
16	Demonstrate a drive and desire to improve performance and deliver better services	X		A I
17	Knowledge of Scottish Gymnastics Competition Framework	X		AI
18	Ability to motivate participant	X		A I
19	Ability to communicate with participants of all ages, and parents / guardians	X		A I
20	Behave in a consistent and reliable manner whilst ensuring that everyone is treated fairly with respect	X		A I
21	Ability to work flexible hours	X		AI
<b>Interpersonal &amp; social skills</b>				
22	Good communication skills in all formats	X		A I
23	Customer focused	X		A I
24	Enthusiastic	X		A I R
25	Working in a team environment	X		I R
26	Ability to adapt	X		I R
<b>Education, Qualification &amp; Training</b>				
27	Degree level or equivalent, or HND in Sports Development/ Physical Activity/ Leisure or relevant experience	X		A
28	UKCC Level 2+ [or equivalent] Qualification		X	A
<b>Other</b>				
29	Driving licence and access to a car		X	A/I
30	PVG membership for Regulated Work with Children and Protected Adults or willingness to be obtain prior to a formal offer of employment	X		A/I

<b>Prepared by/Updated:</b>	Claire McDonald
<b>Designation:</b>	Senior Development Manager [Sport]
<b>Date</b>	September 2017

