

Post Title	Active Schools Assistant
Division	Sport and Active Lifestyles
Section	Active Schools
Location	Various

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

A – Application: **I** – Interview: **R** – References: **X** - Interview Exercise(s)

Attributes	Essential	Desirable	Method of Assessment
Experience			
1 Coaching groups of children and young people in sports and activities	X		A, I, X
2 Working with inactive, disengaged and / or hard to groups of individuals	X		A, I
3 Successfully managing projects		X	A, I
4 Supporting and mentoring coaches, volunteers and other deliverers		X	A, I
Skills, Abilities and Knowledge [general]			
5 Demonstrate a knowledge and understanding of the aims of the Active Schools Network and the benefits of sport and physical activity.	X		A, I
6 Ability to coordinate and monitor elements of the Active Schools programme.	X		A, I
7 Knowledge of the Poverty Related Attainment Gap agenda		X	A, I
8 Well organised	X		A, I, X
9 Customer focussed	X		A, I, X
10 Understanding of Health and Safety principles and working to Health and Safety procedures.	X		A, I, X
11 Good Leadership skills	X		A, I, X
Interpersonal & Social Skills			
11 Ability to communicate and motivate inactive, disengaged and hard to reach groups of children and young people	X		A, I, X
12 Ability to work flexible hours	X		A, I
13 Ability to work on own initiative	X		A, I
14 Behave in a consistent and reliable manner whilst ensuring that everyone is treated fairly and with respect	X		A, I, X
15 Demonstrate a drive and desire to improve performance and deliver better services.	X		A, I
16 Ability to value and promote equality and diversity within Active Schools and with partners	X		A, I, X

Education, Qualification & Training				
17	Educated to Degree level		×	A
18	Relevant National Governing Body UKCC Level 1 (or equivalent) Qualification	×		A
19	Relevant National Governing Body UKCC Level 2 (or equivalent) Qualification		×	A
20	HSE Approved First Aid Certificate – Emergency First Aid At Work or willing to attend within 6 weeks of commencement of role	×		A
21	Child Protection Training or willing to attend within 6 weeks of commencement of role	×		A
22	Positive Coaching Scotland (PCS) Double Goal Coach Workshop or willing to attend within 6 weeks of commencement of role	×		A
23	Disability Inclusion Training or willing to attend within 6 weeks of commencement of role	×		A
24	Willingness to undertake further training	×		A, I
Other				
25	PVG membership for Regulated Work with Children and Protected Adults or willingness to be obtain prior to a formal offer of employment	×		A, I
26	Driving license and access to a car		×	A

Prepared/Updated by	Graeme Dale
Designation	Senior Development Manager [Young People]
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