

Post Title	Helper
Division	Healthy and Active Communities
Section	Various
Location	City Wide

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

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

		Essential	Desirable	Assessment
	Experience			
1	Supporting people of all ages and abilities on a teaching/ coaching programme		X	A I
2	Work alongside all level of coaches	X		A I
	Knowledge			
3	Effective organisation and planning skills	X		A I
4	Self-motivated and managing own time effectively	X		A I
5	Ability to motivate participant	X		A I
6	Ability to communicate with participants of all ages, and parents / guardians.	X		A I
7	Behave in a consistent and reliable manner whilst ensuring that everyone is treated fairly with respect	X		A I
8	Ability to work flexible hours	X		A I
	Skills and Abilities			
9	Good communication skills in all formats		X	I R
10	Effective team worker	X		I R
11	Self-motivated	X		I R
12	Effective organisation and planning skills	X		A I
13	Ability to motivate participants	X		A I
14	Ability to communicate with participants of all ages and parents/guardians	X		A I
15	Experience of working alongside coaches/instructors as part of a coaching programme, developing new ideas and approaches to deliver better services		X	A I
	Attributes			
16	Enthusiastic with a positive (can-do) attitude		X	I R
17	Confident		X	I R

18	Adaptable		X	A I
19	Customer Focused	X		A I
Qualifications and Training				
20	First Aid Qualification		X	A I
21	Ongoing CPD		X	A I
22	Willingness to undertake training/accreditation required for job role		X	I
23	PVG membership for Regulated Work with Children and Protected Adults or willingness to be obtain prior to a formal offer of employment	X		A

Prepared/Updated by	Kerryn McRae – HR Coordinator	April 2022
Approved by	Nickie Scorgie - Head of Human Resources & Organisational Development	April 2022
Status	ISSUED	April 2022