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Post Title	Active Schools Coordinator
Division	Sport and Active Communities
Department	Active Schools
Section	
Location	Various

* 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	Experience of engaging with children and young people through sport and physical activity in education, sport, health, community, leisure and/or recreation industries	X		A I
2	Proven project management experience	X		A I
3	Experience of the primary and secondary curriculum and working in a school environment		X	A I
4	Experience of physical activity planning and knowledge of strategic sports development planning		X	A I
5	Engaging with children and young people from particularly hard to reach groups through sport and physical activity in education, sport, health, community, leisure and/or recreation industries to produce long term positive behaviour change		X	A I
6	Management of staff and / or volunteers, including recruitment, developing and performance management	X		A I
7	Financial management including budget preparation, monitoring and reporting against targets	X		A I
	Knowledge			
8	Clearly demonstrate knowledge and understanding of the aims of the Active Schools Network	X		A I
9	Clear understanding of the benefits that physical activity and sport can bring to all	X		A I
10	Understanding of Sports development initiatives including pathways, coach education, club development, volunteering and external funding streams		X	A I
	Skills and Abilities			
11	Ability to prioritise tasks and work on own initiative	X		I R
12	ICT including Microsoft 365 and its associate applications	X		A
13	To work cohesively as part of a team	X		I R
14	Self-motivated, able to set and prioritise objectives to enable working in a planned and methodical manner	X		I

15	Excellent communication and presentation capability (verbal, non-verbal and listening)		X	A I
16	Ability to engage with key partners, whilst maintaining good working relationships.	X		I
17	Ability to coordinate and bring together all elements of Active Schools work		X	A I
Attributes				
20	Confident and able to deal with and present to a range of audiences	X		I R
21	Adaptability		X	I R
22	Effective at influencing, persuading and negotiating	X		A I
23	Positive (can do) attitude	X		I
24	Value and promote equality and diversity	X		A I
Qualifications and Training				
25	College/university qualification in a subject relevant to the post and / or relevant work experience	X		A
26	Ongoing CPD		X	A I
27	Willingness to undertake training/accreditation required for job role		X	I
28	Full driving licence and regular access to a car for travelling between the company's locations on a regular basis.	X		A
Other				
29	The job may involve some evening and occasional weekend working	X		I

Prepared/Updated by	Head of Sport and Active Communities	November 2020
Approved by	Head of Human Resources & Organisational Development	November 2020
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