

Person Specification

Activity Officer



Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Experience in delivering Sports and physical activity sessions
- Appropriate Sport and/or Health and Fitness qualifications (level 2 or above)
- First Aid qualification
- Excellent customer services skills
- Ability to work both independently and as part of a team.
- A sound knowledge of the benefits of physical activity and healthy lifestyle.
- IT/social media literate
- Suitability to work with client group

Desirable

- Advanced Sport/ Health and Fitness Qualifications (level 3 or above)
- Experience of delivering physical activity programmes in a range of settings
- Experience (and holding appropriate qualifications) in working with people with specific needs/disabilities
- An understanding of data collection systems and their role in improving the customer experience.

Part B

The following criteria will be further explored at the interview stage:

- Good communication skills - must be able to relate to people from all sections of the community
- Knowledge of the benefits of physical activity and healthy lifestyle
- Approach to customer services
- Ability to work alone and as part of a team
- Approach to motivating clients

Additional Requirements

- Must be prepared to work days, evenings and weekends on a rota basis.
- Regulated Activity - DBS clearance
- Must be prepared to work in a range of indoor and outdoor venues.
- Must be reliable and flexible to meet the needs of the service
- Must be capable of bending, stooping and lifting on a regular basis.