

## PERSON SPECIFICATION

### Daily Mile Co-ordinator



Competency	Role Specification	Evidence/Demonstration of meeting specification	Essential	Desirable
<b>Qualifications</b>	Good level of general education	Application Form, Certificates	✓	
	Educated to degree level or comparable learning and experience in a related area; e.g. sport and physical activity or marketing / communications			✓
<b>Experience</b>	Using IT solutions, packages or apps to support organisational objectives and individual programmes e.g. Outlook, Word, Excel, PowerPoint, website content management, social media.	Application Form, Interview, References	✓	
	Working in the sport and/or physical activity sector, or with a demonstrable interest in sport and physical activity.			✓
	Working within the education sector			✓
	Use of project management techniques to plan, organise and deliver events, projects or programmes, individually or as part of a team		✓	
	Successfully communicating with and influencing schools to become involved in projects / initiatives to benefit pupils		✓	

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	Contributing to the monitoring and evaluation of events, projects and programmes		✓	
<b>Skills, Knowledge and Aptitude</b>	Excellent oral and written communication skills	Application Form, Interview, References	✓	
	A good understanding of the health, sport/physical activity and education landscape		✓	
	Commitment to providing high levels of customer service		✓	
	Good understanding of current digital and social media platforms		✓	
	Good IT skills and knowledge		✓	
	Excellent administrative and planning skills		✓	
	Good influencing/selling skills		✓	
<b>Motivation and Working Practices</b>	Self-motivated – able to work alone with minimum supervision	Application Form, Interview, References	✓	
	Able to work as part of a multi-disciplinary team		✓	
	Committed to sports equity and safeguarding		✓	
	Ability to develop and deliver work programmes and targets within challenging circumstances		✓	
	Personable and confident		✓	

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	A passionate and enthusiastic advocate of The Daily Mile		✓	
<b>Other</b>	Ability to meet the travel requirements essential to the post	Application Form, Interview, References	✓	
	Able to work flexibly, working during evenings and weekends where necessary		✓	