

PERSON SPECIFICATION - Community Development Coordinator

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Qualifications & Training	Essential/Desirable	How Identified
<input type="checkbox"/> NEBOSH certification or equivalent health and safety qualification, or willingness to qualify	D	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Sports coaching qualifications, Level 2 or Level 3 fitness instruction qualification or equivalent	E	
<input type="checkbox"/> First Aid qualified (or willing to qualify)	E	
<input type="checkbox"/> Full driving licence	E	
<input type="checkbox"/> Understanding of Child Protection, Health & Safety and Security	E	
<input type="checkbox"/> Willingness to participate in CPD	E	
<input type="checkbox"/> Evidence of relevant CPD	D	
Knowledge & Experience	Essential/Desirable	How Identified
<input type="checkbox"/> Experience of supervising staff, including setting rotas and conducting appraisal meetings	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Effective working knowledge with standard Microsoft Office applications	E	
<input type="checkbox"/> Ability to work effectively on own initiative as well as part of a team	E	
<input type="checkbox"/> Experience of managing own workload to meet conflicting demands and deadlines to ensure completion of tasks	E	
<input type="checkbox"/> Experience of cash handling, data recording and database management	E	
<input type="checkbox"/> Experience in a school setting, of the effective management of external lettings procedures and policies	D	

<input type="checkbox"/> Experience of preparing and maintaining sports equipment and demonstrating safe use to clients and customers	D	
<input type="checkbox"/> Experience of working in a school based environment	D	
<input type="checkbox"/> Basic knowledge of physiology of the body and health and safety requirements regarding safe use of sports equipment	D	
Skills & Key Criteria	Essential/Desirable	How Identified
<input type="checkbox"/> Able to understand and carry out instructions	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Proven capacity to work innovatively and independently	E	
<input type="checkbox"/> Excellent interpersonal and communication skills in dealing with colleagues, and all those people and organisations with whom the Academy works in partnership	E	
<input type="checkbox"/> Ability to communicate effectively with adults and young people, through written and verbal communication	E	
<input type="checkbox"/> Ability to work sympathetically yet purposefully with challenging young people	E	
<input type="checkbox"/> Ability to take the initiative	E	
<input type="checkbox"/> An excellent team member	E	
<input type="checkbox"/> Organise and develop effective systems	E	
<input type="checkbox"/> Confidentiality and discretion	E	
<input type="checkbox"/> Able to think logically and calmly when under pressure	E	
<input type="checkbox"/> Tenacity, flexibility and the ability to work under pressure	E	
<input type="checkbox"/> Able to keep accurate & appropriate records	E	
<input type="checkbox"/> Able to use initiative within school policies and practices	E	
<input type="checkbox"/> High standard of written and spoken English	E	
<input type="checkbox"/> Proven ability to use ICT in the organisation and management of their role	E	
<input type="checkbox"/> Good numeracy skills	E	
<input type="checkbox"/> Able to act in an understanding and patient manner whilst remaining firm and fair	E	
<input type="checkbox"/> Good interpersonal skills and confident communicator	E	
<input type="checkbox"/> Good problem solver	E	
<input type="checkbox"/> Understand and manipulate numerical & statistical data	D	

<input type="checkbox"/> Evidence of the ability to promote a positive ethos and pride in the academy together with high standards of education, care and behaviour	E	
Professional Qualities	Essential/Desirable	How Identified
<input type="checkbox"/> Abide by the academy's policies	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Prepared to work flexibly to meet the best interests of the Academy	E	
<input type="checkbox"/> Professional appearance	E	
<input type="checkbox"/> Team work and collaboration	E	
Personal Circumstances	Essential/Desirable	How Identified
<input type="checkbox"/> The post holder will be required to be flexible with working hours to meet the demand for letting requests and will be required to work unsociable hours, including weekends and evenings and during Academy holiday periods	E	Application form/Interview/ Task/Identification (if applicable)
<input type="checkbox"/> Must be legally entitled to work in the UK (Asylum and Immigration Act 1996)	E	
<input type="checkbox"/> No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required)	E	
<input type="checkbox"/> If driving is a feature of this post – must be licensed and appropriately insured (e.g. business use)	E	
Equal Opportunities	Essential/Desirable	How Identified
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
Safeguarding	Essential/Desirable	How Identified
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	E	Application form/Interview/

<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	Task (if applicable)
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