# **PERSON SPECIFICATION: Participation Manger (Sport and Physical Activity POST REFERENCE: SR-106647**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | Sport related training/qualifications (A level or equivalent) (F) (I)  Minimum of Level 2 NGB Award or equivalent  NGB awards for a range of sports. (F) | Educated to Degree or NVQ equivalent in a sport/recreation related discipline – minimum (F)  Membership of a sport/recreation professional body e.g. CIMSPA (F)  Full First Aid certificate (F)  Safeguarding and Protection Children/Vulnerable Adults Training (F) |
| * **Work or other relevant experience** | Recent experience in sports development, delivering activity sports programmes in the community (F) (I)  Experience of staff management or supervision e.g. coaches and volunteers (F) (I)  Experience of applying for grants (F) (I)  Experience of work with disadvantaged people and low participation groups (F) (I)  Experience of budgetary management and control (F) (I)  Experience of planning programmes, evaluation and review (F) (I)  Experience of partnership working e.g. Sport England (F) (I)  Experience of leading activity classes (F) (I)  Experience of mentoring and developing staff including officers, interns, coaches and volunteers (F) (I) | Experience of work in Local Government sports development (F) (I)  Marketing and promotion experience (F) (I) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | |
| * **Skills, abilities, knowledge and competencies** | Excellent communication skills, verbal and written (report writing) (F) (I)  Knowledge of :-   * Sports development process * Contribution sport and physical activity makes to other agendas e.g. health, social and education * Health and safety issues affecting Sport and Physical Activity * Current Initiatives and Funding in Sport and Physical Activity (F) (I) (T)   Organised, ability to manage heavy workloads and tight deadlines (F) (I)  Ability to work on own initiative and with others as part of a team (F) (I)  Computer literate (Microsoft packages) (F) | Knowledge of external funding available both to local authorities and the wider community for sport initiatives (F) (I) | |
| * + **General competencies** | Strong commitment to sport and recreation (F) (I)  Ability to make sound judgements and decisions under pressure (I)  Able to inspire, lead and motivate others (I)Flexibility to work occasional evenings and weekends (F) (I)  Able to travel independently across a variety of locations (F)  Driving licence holder (F) | Competency in making presentations to groups (F) (I)  Consultation techniques (F) (I) | |
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**On-going Training Requirements**

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

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| **Mandatory/Essential Training** | **Frequency** |
| Mandatory training  Leisurewatch  Safeguarding  First aid  Information governance  Cyber training  Essential training  Corporate induction  Health and safety awareness  Risk assessment  Manual handling  Dementia Friends  Other related training as deemed necessary for the post holder | 2 years  3 years  3 years    3 years  3 years |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.