



Person Specification

JOB TITLE:	NEAT Sports Programme & Cycling Coordinator
DATE:	November 2023
STATUS:	Final

CRITERIA	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. NGB Level 2 Coaching Qualification	E	✓			✓
2. Additional Level 1 or Level 2 NGB coaching Qualification	D	✓			✓
3. Educated to Degree Level	D	✓			✓
4. Ride Leadership Award Level 1 or working towards	E	✓			✓
5. Ride Leadership Award Level 2 or working towards	D	✓			✓
6. First Aid Qualification or working towards	E	✓			✓
Experience					
7. Experience of working in a school setting and/or in the sports sector.	E	✓		✓	✓
8. Proven experience of organising, managing and delivering sports/physical activity related events and programmes	E	✓		✓	
9. Experience delivering high quality physical activity sessions based upon the varying needs of young people.	E	✓		✓	
10. Experience of providing teacher support in curriculum time or mentoring staff and young people.	E			✓	
11. Experience of evaluating the outcomes of activity sessions for young people.	D	✓		✓	
Skills and competencies					
12. Effective planning and organisational skills to manage a range of competing priorities.	E	✓		✓	

13. Ability to use IT and administrative skills to support learning.	E	✓			
14. Self-motivated with the ability to motivate and enthuse teaching staff, young people, other coaches and sports leaders.	E	✓			
15. Ability to use social media for marketing/promotional purposes.	D	✓			
16. Ability to self-motivate, and manage your own workload.	E	✓		✓	
17. Ability to remain calm under pressure and to make operational decisions.	E			✓	
18. Demonstrate good interpersonal skills with colleagues, school staff, children & young people	E			✓	
19. Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> ▪ motivation to work with children and young people ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people ▪ emotional resilience in working with challenging behaviours ▪ attitude to use of authority and maintaining discipline. ▪ able to work in partnership with other agencies 	E	✓		✓	
Other					
20. Hold a current driving licence and able to travel between head office and school sites	D	✓		✓	✓
21. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓		✓	✓
22. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E	✓			✓
23. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible	E	✓		✓	