

Person Specification

Job Title	Sport Development Officer
Grade	PO3
Service/Section	Sport Leisure & Libraries
Directorate	Communities and Environment

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
A relevant graduate degree or professional qualification (e.g. Project Management). Appropriate experience can be substituted for formal qualifications.	D
Ability to plan, coordinate and deliver multiple projects, events and activities simultaneously, meeting deadlines and budget requirements.	D
A thorough understanding of the role physical activity and sport play in improving physical and mental wellbeing, reducing health inequalities, strengthening communities and supporting wider social outcomes.	D
An understanding of the national development structure, policies and strategies for physical activity and sport, and an understanding of the small and medium sized funding opportunities.	D
Ability to plan, coordinate and deliver multiple projects, events and activities simultaneously, meeting deadlines and budget requirements.	E
Knowledge of safeguarding principles and inclusive approaches when working with children, young people, adults at risk and underrepresented communities.	E
Skills and Abilities	
Excellent communication, consultation and engagement skills with the ability to build relationships with a diverse range of partners, communities and stakeholders.	E
The ability to work effectively, including evenings and weekends as necessary, to achieve results and targets.	E
The ability to present information to the public,	D

businesses partners, external agencies and colleagues in a way which is easily understood and wins support.	
Experience	
• Experience of project and/or programme management and the successful development and delivery of sport and physical activity programmes, action plans and projects, to time, cost quality requirements, and the management of risks and issues	E
• Experience of devising innovative ways to engage with local communities, especially hard to reach groups, to increase sports participation and tackle key priorities including social isolation and obesity. (E	E
• Experience of developing and maintaining effective partnerships with statutory, voluntary, community, education, health and sport sector organisations to achieve shared outcomes.	E
• Experience of monitoring, evaluating and reporting on projects and programmes using performance data and outcomes to demonstrate impact and inform future service development	E
• Experience of financial management, including budget planning and monitoring.	D
Equal Opportunities	
• Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
• Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E