**PORT VALE FC FOUNDATION**

**PERSON SPECIFICATION**

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| **Job Title:** | School Sports & Participation Officer | **Grade:** |  |
|  | | | |
|  |  | **Date:** | 2018 |

| **FACTOR** | **ESSENTIAL** | **HOW ASSESSED** | **DESIRABLE** | **HOW ASSESSED** |
| --- | --- | --- | --- | --- |
| **(1) Relevant Experience** | Previous experience in delivering / leading curriculum time lesions.  Experience in delivering high quality EYFS, KS1 & KS2 P.E lessons.  Previous experience of running Coaching courses to the governing bodies standards.  Previous experience of coordinating school contracts and provision. | Interview/ CV | Delivering larger (whole school) learning activities.  A pre understanding of the PLPS programme.  Evaluating impact of sessions. | CV / Interview |
| **(2) Formal Academic Qualifications** | GCSE Maths and English C+  AFPE Level 3 |  | Further education around sports coaching and development.  Educated degree in a sport / educational related subject. | CV/Certificates. |
| **(3) Vocational Qualifications and Training** | National coaching qualification endorsed by the sport’s governing body.  First Aid & Safeguarding certificates  Enhanced DBS check | CV/certificates & Interview. | FA licensed coach member  Health and Safety at Work | CV / Interview |
| **(4) Specialist Knowledge** | Level 2 certificate in a sporting NGB award /s  Good knowledge of current PE school curriculum and ofsted guidelines. | CV/certificates. | Other level 2 NGB awards  Multi skills level 2 | CV/Certificates.  Interview. |
| **(5) Job Related Skills and Abilities** | Must be able to communicate effectively with participants, customers, visitors and staff.  Good IT skills, including word processing, spreadsheets and databases  Ability to deliver KPI`s against project plans on time and within budget.  The ability to work under own initiative and be pro-active in driving the organisation forward. | Interview / CV |  |  |
| **(6) Physical Requirements and Personal Attributes** | To represent Port Vale Foundation Trust in a professional manner at all times; to include dress, presentation, hygiene, attitude, conduct and professionalism | Interview/references. | Enthusiasm and passion for sport  A positive attitude towards professional development and their own learning  Creative in problem solving situations together with a willingness to take on or try new approaches and ideas | Interview / CV |
| **(7) Special Working Conditions** | Have a clean enhanced DBS check.  Hold a valid full, clean UK driving licence.  Required to work evenings and weekends and occasional match days when requested.  Reliable approach to working hours | Interview/ CV |  |  |