



## PERSONNEL SPECIFICATION

**Job Title:** Active Recreation Officer – North & West Belfast

**Reporting to:** Live Active NI Manager

	<b>Essential</b>	<b>Desirable</b>
<p><b>Educational, Professional Qualifications and Previous Experience (all experience should be demonstrable)</b></p>	<ul style="list-style-type: none"> <li>* A degree or 3<sup>rd</sup> level qualification which can be demonstrated is relevant to the post.</li> <li>*Two years full time (or part time equivalent) experience in sports development or sports coaching or community development.</li> <li>*Two years full time (or part time equivalent) experience in planning, organising and delivering active recreation sessions and opportunities.</li> <li>*Two years full time (or part time equivalent) experience of working with people with disabilities and other underrepresented groups in a sport or leisure environment.</li> <li>* A Sports Coaching or Leadership Qualification at Level 1 or above.</li> <li>*Experience in the effective use of websites and social media channels.</li> <li>*Experience of organising events and seminars.</li> </ul>	<ul style="list-style-type: none"> <li>**Sports related degree or 3<sup>rd</sup> level qualification.</li> <li>**Experience of working with partnership organisations either in a voluntary or professional capacity.</li> <li>**Demonstrable experience of delivering training courses.</li> <li>**A dance qualification at Level 1 or above.</li> </ul>
<p><b>Knowledge and Understanding</b></p>	<p>Knowledge and understanding of the barriers to participation in sport and active recreation experienced by people with disabilities and other underrepresented groups.</p> <p>An interest in improving the health and well-being of the local community.</p>	

<p><b>Skills &amp; Abilities</b></p>	<p>Competent in the use of Microsoft software packages.</p> <p>Excellent proven written and oral communication and presentation skills.</p> <p>The ability to use own initiative, organise own work, work within budget constraints and achieve agreed targets and objectives within set timescales.</p> <p>Excellent inter-personal skills and ability to work as part of a team.</p>	
<p><b>Circumstances</b></p>	<p>*Ability to work evenings and weekends as and when required.</p> <p>*Access to form of transport that will permit the post holder to meet the needs of the post in full.</p> <p>*Available and willing to undertake training necessary for the post.</p>	

**Note to all applicants:**

\*Only those applicants who clearly demonstrate how their qualifications, knowledge, experience and skills meet the essential criteria will go forward to the next stage in the recruitment and selection process.

\*\*The desirable criteria may be used for short listing if required. All other essential and desirable criteria will be assessed by selection test and/or interview.