

Person Specification – Sports Co-ordinator

Factors	Essential	Desirable	Assessment Method
Qualifications/Training	- Good standard of education i.e. the equivalent of 5 GCSEs including Maths and English - Driving Licence	1st Aid Qualification - Recognised coaching qualifications - Working towards Level 2 or higher	Application Form Pre-employment checks Interview Process
Experience/Knowledge	- An understanding of the emerging adult status of post 16 students. - An understanding of Enrichment and Personal development at post-16 level - Experience of coordinating sports activities and coaching young people.	- Experience of supporting a young person(s) aged 16-19 in an educational environment. - Previous involvement in AoC sport or working with National Governing Bodies. - A background in academic mentoring or supporting dual-career athletes.	Application Form Interview Process
Skills and Abilities	- Good communication and interpersonal skills. - Must be able to work with 16-18 year olds from very diverse backgrounds and of mixed ability.. - A willingness to learn any skills not currently known. - IT literate.	- Commitment to professional development - Work based experience of working effectively in a team	Application Form Interview Process References
Personal Qualities	- Able to support and make a contribution to the mission of the College. - A good team player able to work with both staff and students.	- Patience, tact and understanding when working with young adults. - Consistency and professionalism and the ability to direct students where necessary.	Application Form Interview Process References

	• Must be flexible in approach to both time and task assignment including working in the evening when necessary. • Hard working, confident and enthusiastic. • Punctual • Reliable		
Other	• Support effective safeguarding of all young people throughout the College. • Adhere to College policies and procedures e.g. Health & Safety, Equality & Diversity, and Safeguarding		Application Form Interview Process