

PERSON SPECIFICATION: Sports Partnership Project Support Assistant

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Graduate or equivalent 	<ul style="list-style-type: none"> • A range of relevant NGB coaching qualifications
Experience	<ul style="list-style-type: none"> • Experience of working in a School Sport Partnership and/or School Sport. • Experience of delivering successful sport related projects. • Experience of organising sports competitions & events • Experience of working with young people either in a school or community environment. 	<ul style="list-style-type: none"> • Ability to coach in a range of sports • Experience of communicating with schools and wider sports partners • Experience of delivering training to others • Experience of monitoring and evaluating projects
Knowledge and Professional Skills	<ul style="list-style-type: none"> • Knowledge of local and national agendas for sport • Understanding of the role of PE, school sport and physical activity in the lives of young people • Knowledge of leadership & volunteering programmes • Ability to use a range of IT skills 	<ul style="list-style-type: none"> • Understanding of the structure and principles of School Sport Partnerships • Knowledge of local provision of sport for young people • Knowledge of the FA's Strategy for Women's and Girls' Football
Personal Skills	<ul style="list-style-type: none"> • Ability to manage the delivery of initiatives and programmes • Efficient administrative skills • Ability to establish effective working relationships with individuals, groups and organisations • Proven communication skills (written and oral) • Ability to work independently and use initiative • Positive attitude & strong work ethic • Ability to enthuse and motivate others • Ability to work in a busy environment and meet deadlines • Suitability to work with children and enjoy doing so • Demonstrating an interest in children's wellbeing and education 	<ul style="list-style-type: none"> • High level organisational and time management skills • Ambition and desire to develop professionally • Ability to prioritise effectively
Circumstances	<ul style="list-style-type: none"> • Flexible working hours • Current driving licence • Ability to use own car to travel to a variety of work related locations 	

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS (Disclosure and Barring Service) check will be carried out for the successful candidate.