

# Person Specification

<b>Job title:</b>	Active Community Coordinator	<b>Vacant from:</b>	April 2023
-------------------	------------------------------	---------------------	------------

Essential	Desirable	*Assessed via:		
		App	Int	Obs
<b>Skills required</b> – what does the jobholder need to be able to do?				
<ul style="list-style-type: none"> <li>Excellent time management skills and the ability to deal with multiple priorities successfully</li> <li>Ability to work under pressure and to meet deadlines</li> <li>Ability to work unsupervised and on own initiative as and when required</li> <li>Excellent co-ordination and organisational as well as written and communication skills</li> <li>Good budget management skills</li> </ul>	<ul style="list-style-type: none"> <li>Adaptability and an ability to respond to changing programmes and priorities</li> </ul>	X		
			X	
			X	
		X		
<b>Knowledge base</b> – what does the jobholder need to know?				
<ul style="list-style-type: none"> <li>An interest in and knowledge of communities locally</li> <li>Good knowledge of Microsoft Office</li> <li>Good knowledge of social media platforms and applications</li> <li>Knowledge of Physical activity both locally and nationally</li> <li>Basic knowledge of key physical activity partners delivering in the area</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of data protection and Health and Safety and how it applies to a physical activity role</li> <li>Understanding of how public health priorities in Nottingham</li> </ul>		X	
		X		
		X		
<b>Qualifications / vocational training</b> - required to do the job				
<b>Experience</b> – what level of previous experience is required by the jobholder?				
<ul style="list-style-type: none"> <li>Experience of planning events preferably community and /or physical activity events</li> <li>Experience of developing and working with multiple partners</li> <li>Experience of working in a community setting</li> <li>Experience of delivering physical activity</li> </ul>	<ul style="list-style-type: none"> <li>Experience of monitoring a budget</li> <li>Experience of promoting events</li> <li>Experience of managing multi use spaces</li> <li>Experience of income generating activity through physical activity</li> </ul>		X	
			X	
			X	

**Personal attributes** – what special qualities are required by the jobholder?

*(Consider carefully what is actually necessary for the job role – qualities must be justifiable & not discriminatory)*

<ul style="list-style-type: none"> <li>• Curious &amp; creative</li> <li>• Inclusive</li> <li>• Self motivated</li> <li>• Flexible and adaptable</li> <li>• Trustworthy</li> <li>• Take own initiative</li> <li>• Self confident</li> </ul>	Driver with own transport	X		
		X		
		X		
		X		
		X		
		X		

\*Key:                    App = Application Form                    Int = Interview                    Obs = Observation

Prepared by		Date	
-------------	--	------	--