



Person Specification

JOB TITLE:	NEAT Sports Programme & Cycling Coordinator
DATE:	May 2023
STATUS:	Final

CRITERIA	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. NGB Level 2 Coaching Qualification	E	✓			✓
2. Additional Level 1 or Level 2 NGB coaching Qualification	D	✓			
3. Educated to Degree Level	D	✓			
4. Ride Leadership Award Level 1 or working towards	E	✓			
5. Ride Leadership Award Level 2 or working towards	D	✓			
6. First Aid Qualification or working towards	E	✓			
Experience					
7. Have experience of working in school setting (minimum 3 months) and/or in the sports sector	E	✓		✓	✓
8. Ability to deliver high quality physical activity sessions based upon the needs of young people.	E	✓		✓	
9. Experience of providing teacher support in Curriculum time or mentoring staff and young people	E			✓	
10. Proven experience of organising, managing and delivering sports/physical activity related events and programmes	E	✓		✓	
Skills and competencies					
11. Good standard of literacy and numeracy	E	✓		✓	✓
12. Good Planning and Organisational Skills	E	✓		✓	
13. Have sound administrative and IT skills	E	✓			

14. Self-motivated with the ability to motivate and enthuse teaching staff, young people, other coaches and sports leaders.	E	✓			
15. Ability to use social media for marketing/promotional purposes	D	✓			
16. Experience of planning, delivering and evaluating activity sessions for young people.	D	✓		✓	
17. Ability to prioritise workload and time manage effectively	E	✓			
18. Flexible and adaptable	E				
19. Self-motivated and hard-working	E			✓	
20. Ability to remain calm under pressure and to make operational decisions	E			✓	
21. Demonstrate good interpersonal skills with colleagues, school staff, children & young people	E			✓	
22. Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> ▪ motivation to work with children and young people ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people ▪ emotional resilience in working with challenging behaviours ▪ attitude to use of authority and maintaining discipline. ▪ able to work in partnership with other agencies 	E	✓		✓	
Other					
23. Full Driving License and use of a vehicle	E	✓		✓	
24. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓		✓	✓
25. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E	✓			✓
26. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible	E	✓			