



GET ACTIVE, HAVE FUN, PLAY BOWLS

PERSON SPECIFICATION

JOB TITLE: Club Development Officer (PT) Women Can

	Essential	Desirable	How Identified
Experience	<ul style="list-style-type: none"> A minimum of two years' experience working in the sport sector, or experience that is demonstrably, relevant and transferable. Knowledge and understanding of sports development and how to support clubs or organisations to identify opportunities and weaknesses. An understanding of the needs of sports clubs and the challenges that they face. Evidence of effective working with a range of partners. Experience of working with volunteers. 	<ul style="list-style-type: none"> Evidence of having increased participation for Women or minority groups. Track record of meeting targets, ideally in the sport sector. Knowledge and understanding of data collection techniques. Experience of project management techniques. Experience of working with organisations who support under-represented groups. Evidence of having worked with disabled participants 	Application and interview
Education and Training	<ul style="list-style-type: none"> Relevant training/qualifications in sport development or from the wider sport sector A commitment to continued professional development 	<ul style="list-style-type: none"> Competence in common IT applications including, word processing, spreadsheets, databases, e-mail and power point 	Application and interview
Special Aptitudes	<ul style="list-style-type: none"> The ability to work appropriately on own initiative and as a member of a team 	<ul style="list-style-type: none"> Knowledge and understanding of equality, diversity and safeguarding. 	Application and interview



GET ACTIVE, HAVE FUN, PLAY BOWLS

	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills to include influencing. • Ability to prioritise and work to deadlines • Ability to lead as well as support projects • Flexible outlook, able to adjust to changing priorities and focuses 		
Other Considerations	<ul style="list-style-type: none"> • Passionate about sport • A willingness to work occasional evenings and weekends. • Able to travel independently across the country • Full UK driving license 	<ul style="list-style-type: none"> • A personal commitment to promotion of sport and active recreation. 	Interview and references