

PERSON SPECIFICATION – ACTIVE LIFESTYLES SUPPORT OFFICER – SCL GRADE 4

The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following criteria in your application.

Criteria	Essential	Desirable	To be measured by
Qualifications	<ul style="list-style-type: none"> • Postural Stability Instructor • First Aid at Work 	<ul style="list-style-type: none"> • Level 3 Fitness Instructor/ GP Referral Qualification • BACPR • Other fitness qualifications 	AF/C
Skills	<ul style="list-style-type: none"> • Must be able to plan, develop and co-ordinate effectively • Able to demonstrate the ability to communicate and handle enquiries from customers effectively • Possess good motivational skills. • Good standard of written and numeration skills • A commitment to a high standard of customer care • Ability to empathise with clientele and demonstrate patience and understanding • Able to work on own initiative • Able to work as an efficient member of a team • The ability to take responsibility for own work without constant supervision • A basic understanding of and commitment to equality and diversity • Be able to prioritise workloads 	<ul style="list-style-type: none"> • Experience of working under pressure in a service capacity • Be able to demonstrate excellent team building skills 	AF/I

Criteria	Essential	Desirable	To be measured by
Experience	<ul style="list-style-type: none"> • Working with clients with long term health conditions • Experience of physical activity and exercise delivery • Ability to build and maintain working relationships • Experience of working within a sports & leisure environment 	<ul style="list-style-type: none"> • Experience in working with health related organisations. • Experience of working with vulnerable and/ or older adults 	AF/I

Criteria	Essential	Desirable	To be measured by
<p>Knowledge</p> <p>Behaviours</p>	<ul style="list-style-type: none"> • Understanding of physical activity and its relationship to health and wellbeing. • An understanding of the barriers, which prevent the people from undertaking physical activity • Working knowledge of 'windows' package i.e. database and spreadsheets <ul style="list-style-type: none"> • Professional • Respectful • Knowledgeable • Passionate • Solutions Driven 	<ul style="list-style-type: none"> • Understanding of the behaviour change models 	<p>AF/I</p>

Method of assessment (* M.O.A.)

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation, **T** = Test