



Rushcliffe

## RUSHCLIFFE BOROUGH COUNCIL

<b>Person Specification</b>		
Leisure, Health and Wellbeing Development Officer (Sports)		
<b>Post number: 5500</b>	<b>Post grade: 11</b>	
<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EXPERIENCE</b> <b>(a) Work related</b>  <b>(b) Other relevant experience</b>	Experience working in a sports development or wellbeing environment and producing development plans  Experience of working with a broad cross section of the voluntary community, other local authorities, schools and governing bodies of sport  Experience of Budget and project management	Monitoring, and evaluating programmes Applying for and securing external funding
<b>QUALIFICATIONS</b>		Degree in a relevant subject  Recognised Health & safety and First-aid qualifications  Sports leadership training and club development tutoring qualifications
<b>SPECIALIST KNOWLEDGE/ SKILLS</b>	Excellent organisational skills with an ability to think clearly, prioritise and meet	Knowledge of current health and safety legislation and its application in relation to sports development

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	<p>deadlines when working under pressure</p> <p>Knowledge and understanding of National Governing Bodies, Sports Partnerships and School Sport including specific programmes and priorities</p> <p>Highly developed partnership working skills and a comprehensive understanding of relevant partnership networks</p>	<p>Numerate, with the ability to analyse information and write concise, accurate reports and proposals</p> <p>Knowledge of working in a health environment promoting healthy lifestyles</p>
<b>IT SKILLS</b>	<p>Ability to use IT packages including e-mail, diary management, word processing, spread-sheets and power-point</p>	<p>Knowledge of database management, on-line survey and event administration</p>
<b>PERSONAL CHARACTERISTICS</b>	<p>Ability to work on own initiative and manage projects with minimal supervision</p> <p>Flexible and adaptable approach to work and commitment to team working</p> <p>Self-motivated, with the ability to motivate others</p> <p>Enthusiastic about promoting sport and physical activity</p> <p>A commitment to equal opportunities and anti-discriminatory practice</p>	
<b>PHYSICAL REQUIREMENTS</b>	<p>Ability to set up and move sports and event related equipment</p>	<p>Ability to demonstrate sports techniques and skills</p>
<b>SPECIAL WORKING CONDITIONS</b>	<p>Flexible approach to work including anti-social hours during occasional evening and weekends</p>	

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	Must hold a current driving license and have access to a car for work purposes	
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PREPARED BY: Derek Hayden

DESIGNATION: Communities Manager

DATE: 17 March 2026