

South Downs Leisure

PERSON SPECIFICATION – HOLIDAY PROGRAMME COORDINATOR / ASSISTANT

Information for applicants:

The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience and abilities to those listed below.

In line with the 2 ticks Government scheme, applicants with a declared disability will be guaranteed an interview where they score at least 2 (out of a 0-3 scale) on each of the criteria weighted with High Importance i.e. score of 2 multiplied by 3 = 6.

Key:

A – Application form C – Certificates I – Interview PA – Practical Assessment

* weighting scale: 1: High Importance 2: Medium Importance 3: Low Importance

Criteria	Weighting	How Assessed (see key above)
Education / Qualifications		
1. GCSE Maths and English grade C or above (or equivalent qualification)	2	A and C
2. First Aid Qualification	3	A and C
Knowledge and Experience		
1. Understanding of customer care	3	A and I
2. Working in a team environment	3	A and I
3. Previous experience working in a Leisure Centre	2	A
4. Able to plan and coordinate activities in a timely manner	2	I
Communication		
1. Comfortable communicating and directing children	3	I
2. Able to pass on Instruction	3	I
3. Effective communication skills to deal with colleagues and public	3	I
Physical		
1. Able to move sporting equipment as needed	2	I
2. Able to lead activity sessions, involving instruction on using equipment	2	I
Specialist Knowledge		
1. Understanding of Health and Safety Legislation	2	A
2. Understanding of safeguarding	2	I
3. Coaching qualification	2	A



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Skills and Abilities		
1. Able to confidently lead a group session / activity 2. Able to use own initiative 3. Good Problem Solving skills	1 3 2	
Other 1. Able to adapt to working a shift system with the flexibility to cover colleagues at short notice 2. Able to work during school holiday periods. 3. Must be willing to take on additional training as required.		



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