

Person Specification

Job Title: Active Wellbeing Support Officer	£21,422 ENsc4
Section: Enable Leisure & Culture	Department: Enable Leisure and Sport Services (LSS)
Reports to: Physical Activity Lead	Date: 2/5/17
Post Number:	3 Year Fixed Term until 31/3/20

A - Application form I – Interview T – Test C – Certificate (original evidence)	
Knowledge, Qualifications and Experience	Assessed
1. Experience of project or programme administration including data inputting and basic monitoring of attendances.	A/I
2. Knowledge of the benefits of physical activity and exercise on mental health	A/I
3. Experience of working with people with mental health conditions (desirable)	A/I
Aptitudes, skills and competencies	
4. Good ability to use Microsoft Office, including Word, Excel and Outlook, and use of online monitoring systems.	A/I/T
5. Good interpersonal skills with the ability and confidence to develop effective working relationships with a wide range of customers, organisations and partners.	A/I
6. Excellent organisation, planning and time management skills. High level of attention to detail.	A/I/T
7. Very good communication skills, verbal and written. Able to communicate with a range of different partners in a meaningful way.	A/I/T
8. Able to monitor attendances, and other key performance indicators and report them as required.	A/I/T
9. Able to meet customers' needs and ensure customers and stakeholders receive an excellent service	A/I
10. Able to work effectively with others in a team openly and collaboratively, valuing their differences creating a working environment which helps achieve goals	A/I
11. Able to work unsupervised to agreed outcomes, meeting deadlines and within a	A/I

targeted work environment.	
12. Able to behave ethically and professionally and achieve high levels of performance in self and others	A/I
Personal qualities	
13. Commitment to valuing equality and diversity and understanding of how this applies to own area of work	A/I
14. Flexibility; able to work at multiple locations, and work hours required by post including early mornings, evenings, weekends and bank/public holidays.	I
15. Holds a valid UK driving license and is able to commute to various service locations across the borough as required (desirable)	I/C