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| **Job Title** | Holiday Activity Officer |
| **Grade** | Grade 7 (SCP 26 to 30) Fixed Term until 31/3/2025 |
| **Manager** | Club and Neighbourhood Support Manager |
| **Direct Reports** | None |

**PERSON SPECIFICATION**

**Essential**

* 1. Excellent IT skills (Microsoft Office).
  2. Excellent interpersonal and communication skills with the ability to choose the appropriate method of communication for the recipient.
  3. Excellent administrative, planning and organisation skills.
  4. Ability to work on own initiative and plan workload.
  5. Good problem solving and decision-making skills.
  6. Good level of literacy and numeracy skills.
  7. The ability to work under pressure and prioritise tasks and workload.
  8. Able and confident to resolve moderately complicated work-related queries.
  9. Ability to analyse situations, diagnose problems, identify issues, and propose practical and acceptable solutions.
  10. An agile and flexible mindset with the ability and aspiration to help and support all colleagues across the organisation.
  11. Ability to work effectively as part of a team.
  12. Excellent time management skills.
  13. Self-motivation and personal drive to complete tasks to required time scales.
  14. Ability to work effectively as part of a team.
  15. Excellent Customer service skills
  16. The ability to oversee the Delivery of High Quality Services.
  17. The ability to explore innovative ways of working
  18. Ability to act on instructions and use own initiative.
  19. Flexibility to adapt to changing workload demands and hours depending on the programme of events and activities.
  20. Personal commitment to continuous self-development.
  21. Commitment to read, understand and comply with all policies and procedures relating to information assurance. Including all relevant information laws including but not limited to the EU GDPR, Data Protection Act 2018 and all other relevant national implementing legislation. Where a role is designated a place within the Data Protection Committee, the role holder will be required to perform the additional responsibilities associated with this.
  22. Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.
  23. If required, a willingness to consent to and apply for an enhanced disclosure check.

**Desirable**

* 1. Drivers Licence

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Through personal example the post holder should show an open commitment to ensure diversity is positively valued, resulting in equal access and treatment for all in employment, service delivery and communications.

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment, to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.