|  |  |
| --- | --- |
| **Job Title** | Physical Activity Officer |
| **Grade** | Grade 7 (SCP 26 to 30) |
| **Manager** | Physical Activity Manager |
| **Direct Reports** | None |

**PERSON SPECIFICATION**

**Essential:**

1. An understanding of the role of physical activity in the health and well-being of Manchester’s communities.
2. Good knowledge of Manchester in relation to social issues and challenges faced by communities and be able to clearly demonstrate an ability to build relationships and identify community skills, assets, issues and needs across Manchester’s diverse communities.
3. The ability to build relationships and identify community skills, assets, issues and needs.
4. Experience of working in partnership with a wide range of public, private and third sector organisations to deliver effective results.
5. Excellent report and persuasive writing skills.
6. Ability to produce and interpret statistical data and implement actions based on data received.
7. Have an understanding of current policies relating to sport, physical activity and equal opportunities.
8. Excellent IT skills (Microsoft Office).
9. Excellent interpersonal skills.
10. Excellent administrative, planning and organisation skills.
11. 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.
12. Ability to build rapport with excellent communication skills with the ability to write clearly, concisely and correctly avoiding the use of unnecessary jargon with the ability to structure information to meet the needs and understanding of the intended audience.
13. Committed, adaptable, perseverant and with the drive to complete tasks to required time scales.
14. The ability to recognise the need for confidentiality and sensitivity of data/information at all times.
15. The ability to work on own initiative and plan workload.
16. The ability to prioritise and set realistic timeframes and deadlines.
17. Experience of project management.
18. Good problem solving and decision making skills.
19. An agile and flexible mindset with the ability and aspiration to help and support all colleagues across the organisation.
20. Ability to work effectively as part of a team.
21. Ability to act on instructions and use own initiative.
22. A keen eye for detail.
23. Good time management skills.
24. Excellent self-motivation and personal drive to complete tasks to required time scales.
25. Flexibility to adapt to changing workload demands and hours depending on business needs.
26. Personal commitment to continuous self-development.
27. If required, a willingness to consent to and apply for an enhanced disclosure check.

**Desirable:**

1. Driver’s licence.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.