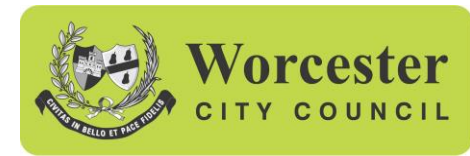


PERSON SPECIFICATION



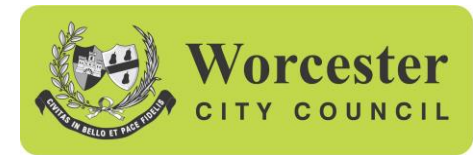
Project Support Officer (Leisure, Play, Health & Wellbeing)

Prepared by: Alan New

Date: October 2024

ATTRIBUTES	REQUIREMENTS	Essential (E) or Desirable (D)	HOW IDENTIFIED (Application Form, Interview or Test etc)	WEIGHTING HIGH (x3) MEDIUM (x2) LOW (x1)
Education and Qualifications	<ul style="list-style-type: none"> Educated to NVQ level 3 or equivalent 	E	Application	2
Work or Other Relevant Experience and Associated Vocational Training	<ul style="list-style-type: none"> Experience of working as part of a team and delivering objectives in within set deadlines Experience of organising events/workshops/webinars with a variety of stakeholders 	E D	Interview Application / Interview	2
Specialist Knowledge	<ul style="list-style-type: none"> Knowledge and experience of play projects Knowledge and understanding of BS EN 1176 (Play Equipment) and BS EN 1177 (Play Surfacing) 	E D	Application / Interview Application	3
Job Related Skills and Abilities	<ul style="list-style-type: none"> Confident in managing stakeholders and providing guidance and technical support to senior colleagues Excellent written and verbal communication skills with the ability to adapt communication style as necessary to suit differing audiences Computer literate with excellent typing skills and a thorough working knowledge of Microsoft office 365 & MS Teams Good time management and personal organisation skills with the ability to multi-task effectively across a varied workload and still maintain accuracy and attention to detail To have the ability to work on your own initiative Strong analytical skills and ability to use IT systems to produce tables and charts to show key findings 	E E E E E E	Application / Interview Application Application Application / Interview Application Application / Interview	3

PERSON SPECIFICATION



Physical Abilities (only if a justifiable requirement for the post)	<ul style="list-style-type: none"> • Not Applicable (N/A) 	N/A	N/A	N/A
Other e.g. Availability for unsocial hours etc.	<ul style="list-style-type: none"> • Suitable mode of transport is essential, e.g. Beryl bike or full driving licence • Occasional attendance at evening meetings • Committed to enhancing play provision for children and youths in the City • Committed to excellence 	E D E E	Interview Interview Interview Interview	2