

## Person Specification

**Job Title:** British Dodgeball Development Officer – Southeast/ Southwest

**Job Purpose:**

Two Regional Development Officers will be responsible for the delivery of dodgeball sessions, workshops and courses in schools and other environments, promoting British Dodgeball products and training within their locality, supporting existing local clubs and establishing new club sessions and working with other members of staff to gain funding for the set-up of new clubs in their region.

Another key role will be to coordinate a series of Schools Championship events on a set of pre-planned dates in different counties in the Southeast and Southwest regions respectively. This will involve delivering leadership training to a group of college students to enable them to assist you with the running of a school competition for primary schools to be delivered at the same venue in the afternoon following the training. Prior to each event, you will be provided with all the relevant information by the Youth Development Manager. You will be required to manage leaders and referees throughout the competition whilst also making sure all teams in attendance are safe.

### QUALIFICATIONS & ATTAINMENTS

**Essential Criteria**

1.1 A degree or equivalent qualification which can be proven relevant to the post OR 2 years' experience working in a similar role in a position of responsibility for at least 2 of the following areas:

- Coaching
- Event management
- People management
- Sports development
- Working with young people
- Working with volunteers
- Developing programmes to increase sporting or outdoor recreation participation
- Developing relationships and working with partnership organisations

**Desirable Criteria**

1.2 A postgraduate degree in Sports Coaching or Sports Development

### RELEVANT EXPERIENCE

**Essential Criteria**

- 2.1 Experience of sports development
- 2.2 Experience of working with young people
- 2.2 Demonstrable experience of developing and implementing plans to support the development of sport and/or sports events
- 2.3 Demonstrable experience of forming partnerships with key stakeholders
- 2.4 Demonstrable experience of collating and reporting monitoring and evaluation information

**Desirable Criteria**

- 2.6 Demonstrable experience of identifying and disseminating good practice in event management
- 2.7 Experience of working with young people in an education setting

## **KNOWLEDGE & UNDERSTANDING**

### **Essential Criteria**

- 3.1 A knowledge and understanding of coaching and working with people
- 3.2 A knowledge and understanding of the principles of sports development
- 3.3 A knowledge and understanding of the principles of event management

## **SKILLS & APTITUDES**

### **Essential Criteria**

- 4.1 Competent in the use of Microsoft and Google software
- 4.2 Excellent presentation, oral and written communication skills
- 4.3 Ability to motivate enthusiasm amongst participants and volunteers
- 4.4 Excellent organisational and planning skills
- 4.5 Excellent interpersonal skills and ability to work as part of a team
- 4.6 Ability to act on own initiative and take decisions within policy
- 4.7 Ability to work under pressure and meet tight deadlines

## **CIRCUMSTANCES**

- 5.1 Must be available to work weekdays and available on the schools championship dates for the applied regional position as outlined in the Job Description
- 5.2 Available and willing to undertake training necessary for the post
- 5.3 Access to a form of transport that will permit the post holder to meet the requirements of the post

### **Note to Applicants:**

Only those applicants who clearly demonstrate relevant achievement, experience, knowledge and understanding of essential criteria will go forward to the next stage in the recruitment and selection process. All offers of employment are subject to receipt of satisfactory DBS checks.