

**PERSON SPECIFICATION  
LEISURE ASSISTANT**

<b>Skills</b>	<b>Requirements</b>	<b>E/D</b>	<b>Measurement</b>
<b>Personal Skills</b>	Able to demonstrate good customer care skills.	E	1,3
<b>Personal Skills</b>	Ability to communicate with a wide range of customers	E	1,3
<b>Personal Skills</b>	Demonstrable the ability to work under own initiative or within a team.	E	1,3
<b>Experience</b>	Experience in the use of information technology, particularly Microsoft Office.	E	1,2,3
<b>Experience</b>	Knowledge and experience of basic administrative tasks	E	1,3
<b>Experience</b>	Experience of sports coaching to young people in a school, sports centre or community environment	D	1,3
<b>Experience</b>	Practical experience of involvement in large participation events	D	1,4
<b>Attainments/Qualifications</b>	NVQ 2 or higher in Children's Play or similar	D	1,4
<b>Attainments/Qualifications</b>	Prepared to gain NVQ 2 or higher in Children's Play or similar	E	1,4
<b>Attainments/Qualifications</b>	A wide range of NGB coaching qualifications at least one at a minimum of level 2.	D	1,4
<b>Attainments/Qualifications</b>	A relevant first aid qualification.	D	1,4
<b>Knowledge</b>	To be aware of principles of equality and diversity that are applied within the Council.	E	1,3
<b>Knowledge</b>	Knowledge of general sports centre operating procedures	E	1,3
<b>Knowledge</b>	Knowledge of organisations with a remit or interest in delivering physical activity.	E	1,3
<b>Special Requirements</b>	Ability to work weekends, evenings and in a flexible way	E	1,3
<b>Special Requirements</b>	Available to work during school holiday periods	E	1,3
<b>Special Requirements</b>	Must hold a full driving license	D	1,4
<b>Special Requirements</b>	Interest in attaining further qualifications.	E	1,3

**Car Allowance:**

This post does not carry a designated car user status.

**E/D:**

Essential (E)

Desirable (D)

**Measure:**

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]