



## WORKFORCE TRAINING AND DEVELOPMENT OFFICER

### PERSONNEL SPECIFICATION

Attribute	Essential	Desirable
Educational & Professional Qualifications	<p>1.1 *A 3<sup>rd</sup> level qualification which can be proven relevant to the post.</p> <p>** Please note where a prospective applicant does not have a 3rd level qualification, we will also consider applications where a candidate has at least 4 years' full-time experience (or part time equivalent) in criterion 2.1, 2.2, 2.3 and 2.4 below.</p>	<p>1.2 A degree which can be proven relevant to the post</p> <p>1.3 Teacher Certificate or Tutoring Qualification.</p>
Previous experience	<p>2.1 *2 years demonstrable full-time experience (or part time equivalent) of working with sports clubs, coaches, officials and volunteers.</p> <p>2.2 *2 years' experience, full time (or part time equivalent) providing training and learning opportunities.</p> <p>2.3* Demonstrable experience providing support and guidance in an advisory capacity to a volunteer membership.</p> <p>2.4 * Demonstrable experience of developing and managing projects and/or programmes.</p> <p>2.5 Demonstrable experience of developing and implementing needs led plans to support the development of sports clubs and/or coaches.</p> <p>2.6 Demonstrable experience of working with key sporting partners.</p>	<p>2.7 Demonstrable experience of developing and submitting successful funding applications</p> <p>2.8 Demonstrable experience of managing resources and budgets.</p>
Knowledge & Understanding	<p>3.1 A knowledge and understanding of needs led club and workforce development</p> <p>3.2 A knowledge of the principles of sports development</p> <p>3.3 A knowledge and understanding of club accreditation programmes / schemes.</p> <p>3.4 A knowledge and understanding of the issues and challenges within the sports club and workforce environments.</p> <p>3.5 A knowledge and understanding of sports participant and performer pathways.</p>	<p>3.7 Knowledge of key policy drivers from Central Government / Sport NI</p> <p>3.8 Demonstrate an understanding of equality issues and a commitment to the Associations Equality Statement and Policy</p> <p>3.8 Knowledge of event booking platforms.</p>



	3.6 Demonstrate a sound understanding of Boxing in Ulster (structure & strategy).	
Skills	<p>4.1 Experience in the use of Microsoft software in particular Word, Excel and Databases.</p> <p>4.2 Excellent inter – personal and communication skills</p> <p>4.3 Ability to motivate enthusiasm amongst volunteers</p> <p>4.4 Ability to work under pressure and meet tight deadlines.</p> <p>4.5 Excellent presentation, oral and written communication skills</p> <p>4.6 Excellent organisational and planning skills</p>	
Communication and Interpersonal Skills	<p>5.1 Highly developed communication and interpersonal skills.</p> <p>5.2 Presentation and facilitation skills to deliver complex information in understandable terms.</p> <p>5.3 Understanding of the key issues involved in managing the learning process in small and large group facilitation.</p> <p>5.4 Ability to give constructive feedback to encourage learning.</p> <p>5.5 Ability to write reports.</p> <p>5.6 Ability to present effectively Team and Leadership Skills:</p> <p>5.7 Ability to build and maintain relationships across the team.</p> <p>5.8 Leadership and initiative skills.</p>	
Circumstances	<p>6.1 Must be able to work additional hours, some of which may be in the evening, at the weekend or short notice</p> <p>6.2 * Access to a form of transport which must be insured for use when travelling on IABA business</p> <p>6.3 Willingness to undertake travel including overnight stays</p> <p>6.4 Be willing to undertake an Access NI check</p>	



\*Only those applicants who clearly demonstrate the relevant achievement, experience, knowledge and understanding of essential criteria 1.1, 2.1, 2.2, 2.3, 2.4 and 6.2 will go forward to the next stage in the recruitment and selection process. The panel do reserve the right to also enhance the shortlisting criteria and apply any number of the desirable criteria.

All other essential and desirable criteria not used at the shortlisting stage may be assessed at interview.

All offers of employment are subject to receipt of satisfactory Access NI checks.

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