

Merseyside Sports Foundation (MSF)

“Working together to improve the quality of life for all people through sport and physical activity.”

Person specification for the post of ‘Daily Mile Co-ordinator’

<p>Qualifications/ Experience</p>	<p>Educated to degree level, or equivalent qualifications/experience within a related subject.</p> <p>Experience working within a sports development, public health or physical education and school sport environment.</p> <p>Ability to create and develop relationships with multiple stakeholders; ideally within sport, education and/or public health.</p> <p>Demonstratable experience of working across multiple agencies to successfully achieve positive outcomes in the lives of young people.</p> <p>Ability to demonstrate success within projects that engage and enhance communities.</p> <p>Experience in monitoring and evaluating projects and using data and insights to inform communication and promotions.</p>	<p><i>D, A</i></p> <p><i>E, I</i></p> <p><i>E, I</i></p> <p><i>E, I</i></p> <p><i>E, A, I</i></p> <p><i>D, I</i></p>
<p>Knowledge</p>	<p>Knowledge of community sport and physical activity landscape across Liverpool City Region.</p> <p>Knowledge of Sport England’s Strategy and The Daily Mile Foundation vision.</p> <p>Experience in working within the charitable sector and sport or physical activity across communities and the education sector.</p> <p>Familiar with issues affecting young people’s participation within sport and physical activity; both in school and across communities.</p> <p>Familiar with issues affecting the delivery of PE curriculum, school sport events and daily physical activity.</p>	<p><i>D, A, I</i></p> <p><i>E, I</i></p> <p><i>D, A</i></p> <p><i>D, A</i></p> <p><i>D, A</i></p>
<p>Skills/Abilities</p>	<p>Ability to negotiate and influence at a senior management level; ideally within a sport, public health or education environment.</p> <p>Excellent written and oral communication skills and the ability to present information clearly and succinctly to a wide variety of audiences.</p> <p>Ability to analyse data and intelligence to inform decision making.</p>	<p><i>E, I</i></p> <p><i>E, I</i></p> <p><i>E, A</i></p>

	Ability to manage projects and balance a varied workload.	<i>E, I</i>
	Ability to manage budgets and volunteers within a sport events environment.	<i>D, A</i>
	Ability to work individually and as part of a team.	<i>E, I</i>
	Excellent interpersonal skills.	<i>E, I</i>
	Ability to organise own workload and to meet time frame requirements.	<i>E, A</i>
	Personal commitment to equal opportunities and anti-discriminatory practises.	<i>E, A</i>
	Excellent IT skills, in particular Microsoft Office and Google Drive systems.	<i>E, A</i>
	Ability to travel across Liverpool City Region.	<i>E, A</i>
Other	Willingness to be flexible to accommodate a varying workload, which may result working outside prescribed hours, in particular, evenings and weekends when necessary.	<i>E,A</i>
	Willingness to conduct extensive travel across the Liverpool City Region area.	<i>E,A</i>
	A satisfactory sickness record over the previous two years (subject to the need to act with consistency and fairness and to pay particular attention to equality of opportunity issues, such as sickness related to a disability and/or pregnancy).	<i>E,A</i>
	This post is subject to a Disclosure & Barring Service Enhanced Check.	<i>E,A</i>
	This post is subject to two satisfactory references.	<i>E,A</i>

Key:

E - Essential Criteria.

D - Desirable Criteria.

Assessment through:

A - Application.

I - Interview.

P - Presentation.