

Club and Workforce Officer West
PERSONNEL SPECIFICATION

Attribute	Essential	Desirable
Educational & Professional Qualifications.	<p>1.1 A degree or equivalent 3rd level qualification which can be proven relevant to the post or,</p> <p>OR</p> <p>4 years full-time (or part time equivalent) experience working in an environment that can be proven relevant to the post.</p> <p>1.2 A coaching and leadership qualification suitable for deployment in a sheltered water environment with the ability to go on journeys and lead expeditions. This would be a minimum of a British Canoeing level 2 coach with a 4 star leader qualification or a canoeing Ireland or other nation equivalent.</p>	<p>1.3 Sports related degree or equivalent 3rd level qualification.</p> <p>1.4 British Canoeing Level 2 MWE Coaching qualification or equivalent.</p>
Previous Experience	<p>2.1 2 years' experience, full time (or part time equivalent) of working to support the development of sports clubs, volunteers and / or workforce.</p> <p>2.2 Demonstrable experience of developing new and innovative approaches to increasing participation within sports clubs</p> <p>2.3 Demonstrable experience of developing and managing projects or programmes.</p> <p>2.4 Demonstrable experience of working with key sporting partners.</p>	<p>2.5 Demonstrable experience of developing and submitting successful funding applications.</p> <p>2.6 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 coaching / officiating environments.</p> <p>3.5 A knowledge and understanding of sports participant and performer pathways.</p> <p>3.6 Demonstrate a sound understanding of canoeing in Northern Ireland (structure &</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 CANI's equity Statement and Policy.</p>

	strategy).	
Skills	<p>4.1 Experience in the use of IT 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>	
Circumstances	<p>5.1 Must be able to work additional hours, some of which may be in the evening, at the weekend or short notice.</p> <p>5.2 Access to a form of transport which must be insured for use when travelling on CANI business.</p> <p>5.3 Willingness to undertake travel including overnight stays.</p> <p>5.4 Be willing to undertake an ACCESS NI check.</p>	

All offers of employment are subject to receipt of satisfactory AccessNI checks.