

**Personal Specification
Junior Activity Coordinator**

ESSENTIAL	DESIRABLE	EVIDENCE
Experience in a Sports / Activity setting and willing to undertake professional study	Experience in a substance abuse or care setting	Application Form
Excellent Communication skills	Ability to Organise events	Application Form Interview
Current driving license to D1 or willingness to undertake	Negotiation skills	Application form Interview
Good attendance record	Listening Skills	Application form Interview
Ability to give & receive feedback	Enhanced CRB Check	Application form Interview
Committed to ensuring high standards / improving services	First Aid Certificate or willing to undertake	Application for Interview
Proactive & Creative approach	Life saving certificate or willing to undertake	Application form Interview
Acceptance & Adherence to policies & procedures	Basic IT Skills	Application form Interview