Person Specification: INCLUSION OFFICER (DISABILITY)

Please highlight how you meet the person specification by completing the table below.

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| **Proven Experience** | **Evidence** |
| Have experience of working within disability sport, or have transferable skills from another sector and a strong desire to learn about the sports sector. |  |
| Establishing, building and maintaining highly effective relationships with external groups, organisations and/or individuals. |  |
| Have an understanding and passion for planning and delivery inclusive programmes for disabled people. |  |
| Ability to co-ordinate multiple projects simultaneously to success, developing innovative ideas and putting them into practice. |  |
| Experience in evaluating projects using local and national insights. |  |
| **Knowledge** | **Evidence** |
| A strong understanding of equality and inclusivity in sport and physical activity |  |
| Knowledge of how to include disabled people in sport and physical activity at various levels of participation in sport |  |
| Knowledge and understanding of the needs of community coaches and new participants, in the context of highly effective disability and inclusion projects |  |
| A strong understanding of the barriers effecting disabled people in accessing sport and physical activity |  |
| **Skills and Abilities** | **Evidence** |
| Ability to self-manage, with ability to work independently and as part of a team |  |
| Excellent project management skills, with the ability to create and manage a project plan |  |
| Ability to motivate and support individuals and groups, together with practical experience of managing individuals and multiple stakeholders to achieve defined project goals |  |
| Excellent interpersonal skills, able to communicate effectively with a wide range of people and develop good working relationships in a complex stakeholder group |  |
| Ability to manage time effectively and prioritise workload to meet deadlines |  |
| Excellent problem solving and decision-making skills |  |
| Excellent communication skills, verbal and written |  |
| A creative thinker with the tenacity and confidence to see things through to implementation and completion |  |
| An ability to work under pressure particularly during periods of organisational change, and to balance conflicting demands and meet tight deadlines. |  |
| Proven use of IT systems and competent in the use of Microsoft Office and cloud-based file sharing systems. |  |
| An understanding of safeguarding and welfare |  |
| Able to work independently as well as being part of a team |  |
| Understanding and commitment to diversity and equal opportunities |  |
| A commitment to excellent management basics, responding to emails, keeping diaries up to date, escalating issues and risks, working collaboratively with the team and keeping line managers/programme managers up to date with activities and progress |  |
| **Personal Disposition** | **Evidence** |
| Exceptional interpersonal skills, e.g. the ability to influence, persuade and present. compelling cases for improved practices amongst stakeholders and members of staff |  |
| Strong desire to excel at whatever task is at hand, seeking to achieve high levels of professionalism and quality standards |  |
| Personal integrity and the ability to invoke trust and respect from others |  |
| Personal commitment to continuous professional development |  |
| Highly motivated with a passion for improvement and for sport |  |