

PERSON SPECIFICATION

**WORKFORCE DEVELOPMENT & EMPLOYABILITY
MANAGER**



Competency	Role Specification	Evidence/Demonstration of meeting specification	Essential	Desirable
Qualifications	Good level of general education.	Application Form, Certificates	✓	
	Educated to degree level in a related area, or comparable learning and experience in a related area such as sport and physical activity, coaching, or training and education.			✓
Experience	Experience of working in the sport and physical activity, education or health sector e.g. Employability, Training and Development, NHS, Youth work, Community Development, Active Partnership or national governing body of sport.	Application Form, Interview, References	✓	
	Experience of organising and managing continued professional development, training and education programmes/courses.		✓	
	Experience of planning, managing and evaluating projects, programmes or events.		✓	
	Experience of working with partners/stakeholders to develop community opportunities.		✓	

Competency	Role Specification	Evidence/Demonstration of meeting specification	Essential	Desirable
Experience	Experience of successfully communicating with and influencing individuals / organisations to become involved in projects / initiatives.			✓
	Experience of preparing and presenting reports.		✓	
	Using IT solutions, packages or apps to support organisational objectives and individual programmes e.g. Outlook, Word, Excel, PowerPoint, social media etc.		✓	
Skills, Knowledge and Aptitude	Excellent written and oral communication skills, with the ability to write and present clearly and concisely.	Application Form, Interview, References	✓	
	An awareness of relevant local, regional and national strategies for sport and physical activity.			✓
	A good understanding of the sport/physical activity and training and education landscape.		✓	
	A demonstrable interest in sport and physical activity.		✓	

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Motivation and Working Practices	Able and willing to work as part of a multi-disciplinary team and contribute effectively to the work of the team.	Application Form, Interview, References	✓	
	Self-motivated – able to work alone with minimum supervision.		✓	
	Committed to sport and physical activity equity and safeguarding.		✓	
	Able to develop and deliver work programmes and targets within challenging environments.		✓	
	A passionate and enthusiastic advocate of physical activity, training and education.		✓	
Other	Able to meet the travel requirements essential to the post, including managing time and regular travel between home/Rise office and client locations.	Application Form, Interview, References	✓	
	Committed to continuous professional development and maintaining pace with industry trends and developments.		✓	
	Willing to work flexibly from home and the Rise office. This may include working evenings and weekends on occasion.		✓	