

Person Specification	
Job Title	Newstart Activities and Theatre Programme Lead

Qualifications		✓
Essential		
1. Degree in Sports and/or Performing Arts, Management or related field.		A/I
Desirable		
2. Sports Coaching or Activity Leadership Qualification.		A/I
3. Valid First Aid Certificate or a willingness to complete during probationary period.		A/I
4. Valid UK Driving License and access to transport.		A/I
Key skills		
Essential		
5. Understanding of the impact sports, arts and activities have on improving health and well-being.		A/I/C
6. Good knowledge of people, performance, risk and project management.		A/I/C
7. Ability to plan, deliver, evaluate and improve arts and sports projects and sessions.		A/I/C
8. Ability to communicate with internal stakeholders to complement curriculum.		A/I
9. Competent in the use of IT, including Microsoft Office 365 applications.		A/I/C
10. Excellent communicator with confidence when speaking face to face or to a group.		A/I/C
11. Highly organised with excellent attention to detail and a proactive approach.		A/I
12. Experience of and ability to perform under pressure and to deadlines.		A/I
13. Awareness of Health and Safety procedures involved in delivering activities, performances, events and projects for specialist educational settings.		A/I/C
14. Understanding and commitment to equal opportunities and how this applies to working with young people with disabilities.		A/I/C
15. Knowledge and understanding of how to safeguard children and young people.		A/I/C
Desirable		
16. Up-to-date knowledge of the best practice in disability sports and arts.		A/I
17. Knowledge of related funding opportunities.		A/I
18. Commercial business administration experience.		A/I
19. Demonstrable ability to maintain a positive attitude and high standards of work.		A/I
Experience		
Essential		
20. Experience of working with and supporting high needs learners with complex disabilities, including specific sensory needs or challenging behaviours.		A/I/C
21. Experience of customer focused service delivery.		A/I
22. Experience of marketing events and activities to different audiences.		A/I
23. Experience in a development role with the ability to demonstrate and justify the impact of your and others roles.		A/I
24. Experience of working with: Public, Youth groups, Schools/SEN, Corporate.		A/I
25. Experience of venue management for internal and external customers, including bookings, logistics, event support, customer service and feedback evaluation.		A/I
Desirable		
26. Ability to communicate with individuals using Makaton and simple symbols.		A/I
27. Experience of communicating with users of assistive communication devices.		A/I
28. Experience of co-production with participant groups.		A/I
29. Experience of promoting events.		A/I
30. Experience of working on creative projects either freelance or within an arts organisation or similar, where music, visual arts, performing arts, disability and / arts and health and well-being has been significant.		A/I/C
31. Demonstrable experience of partnership working, for example DoFE, NCS, Able Orchestra or similar programmes.		A/I
Knowledge - Essential		

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32. Knowledge of initiating, developing, delivering & managing new sports and arts related projects and programmes for young people in a variety of settings	A/I/C
33. Experience of identifying the need for, and completing, risk assessments.	A/I
Other personal requirements	
Essential	
34. Enthusiastic, energetic and passionate when working with young people and adults.	A/I
35. Aspirational in the impact you can bring to the organisation and young people lives.	A/I

✓ **How we intend to assess your match with our person specification**

A Application Form C Assessment Centre I Interview