

Aberdeen & District Table Tennis Association

Table Tennis Development Officer – Aberdeenshire

Person Specification

Person Specification	ESSENTIAL	DESIRABLE
<p>Education and Qualifications e.g. Academic, technical and professional education and training.</p>	<ul style="list-style-type: none"> • UKCC Level 1 (or equivalent) in Table Tennis. • A minimum of 3 years' experience of working / volunteering in a table-tennis or sports capacity. • Full current British driving licence. 	<ul style="list-style-type: none"> • UKCC Level 2 or equivalent • Knowledge general regional developments in TT. • A knowledge of sportscotland & Table Tennis Scotland programmes.
<p>Work and other relevant experience (including training) e.g. Specialist knowledge, levels of experience. Skills, supervisory experience, research.</p>	<ul style="list-style-type: none"> • Experience of involvement in a club environment. • Awareness of national and local authority sports development structures e.g. Active schools. • Numerate & competent in use of email, word and spreadsheets. 	<ul style="list-style-type: none"> • Experience in management and organising coaches, volunteers and programmes. • Experience of working with partners. • Understanding of TT in a wider 'health agenda' context.
<p>Personal Qualities and Abilities e.g. Initiative, leadership, ability to work on own or with others, communication skills.</p>	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills. • Ability to work with others, motivate, provide direction and influence. • Ability to be proactive, work with minimal direction and supervision, and have a "make it happen" attitude. 	<ul style="list-style-type: none"> • Excellent organisational and planning skills. • Excellent influencing and negotiating skills. • Ability to devise and deliver. • Versatility and creativity. • Entrepreneurial focus. • Confidentiality and integrity.
<p>Other e.g. Special circumstances (if any) appropriate to the job such as unsociable hours, travelling, physical requirements etc.</p>	<ul style="list-style-type: none"> • Ability to have flexible working hours. • Ability to travel across the region. 	<ul style="list-style-type: none"> • A well balanced range of interests around the sport. • An ability to motivate and enthuse coaches & volunteers.