

Table Tennis Development Officer – North Aberdeenshire

Person Specification	ESSENTIAL	DESIRABLE
<p>Education and Qualifications e.g. Academic, technical and professional education and training.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Level 1 coaching qualification (or equivalent) in Table Tennis – see note below. <input type="checkbox"/> A minimum of 3 years' experience of working/volunteering in a table-tennis or sports capacity. <input type="checkbox"/> Full current British driving licence. 	<ul style="list-style-type: none"> <input type="checkbox"/> Level 2 coaching qualification (or equivalent) in Table Tennis – see note below. <input type="checkbox"/> Knowledge of general regional developments in TT. <input type="checkbox"/> 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"> <input type="checkbox"/> Experience of involvement in a club environment. <input type="checkbox"/> Awareness of national and local authority sports development structures e.g. Active schools. <input type="checkbox"/> Numerate & competent in use of email, word and spreadsheets. 	<ul style="list-style-type: none"> <input type="checkbox"/> Experience in management and organising coaches, volunteers and programmes. <input type="checkbox"/> Experience of working with partners. <input type="checkbox"/> 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"> <input type="checkbox"/> Excellent interpersonal and communication skills. <input type="checkbox"/> Ability to work with others, motivate, provide direction and influence. <input type="checkbox"/> Ability to be proactive, work with minimal direction and supervision, and have a "make it happen" attitude. 	<ul style="list-style-type: none"> <input type="checkbox"/> Excellent organisational and planning skills. <input type="checkbox"/> Excellent influencing and negotiating skills. <input type="checkbox"/> Ability to devise and deliver. <input type="checkbox"/> Versatility and creativity. <input type="checkbox"/> Entrepreneurial focus. <input type="checkbox"/> 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"> <input type="checkbox"/> Ability to have flexible working hours. <input type="checkbox"/> Ability to travel across the region. 	<ul style="list-style-type: none"> <input type="checkbox"/> A well balanced range of interests around the sport. <input type="checkbox"/> An ability to motivate and enthuse coaches & volunteers.

Note: Opportunities will be given to attain Level 1 or Level 2 Coaching qualifications if required.