



Person Specification

Job Title

Activities Coordinator

Qualifications



Essential

1. To have or working towards a qualification such as Archery GB, Climbing wall or Rock climbing instructor, Bushcraft or completed an apprenticeship	A/I
	A/I

Desirable

2. Climbing wall or Development Instructor	A/I
3. Experience of working with additional needs groups, including wheelchair users	A/I
4. Other relevant NGB outdoor activity courses such as Archery	A/I
5. Valid First Aid certificate from a minimum of a 2 day course, suitable for operating in an outdoor environment	A/I

Key skills

Essential

6. Public speaking – confident when speaking to large groups	I
7. Competent IT skills	A/I
8. Excellent communicator with confident face to face skills	A/I
9. Be highly organised with excellent attention to detail	A/I
10. Experience in general maintenance	A/I
11. Have experience and ability to perform under pressure and meet deadlines	A/I
12. Experience in working independently and as part of a team	A/I

Desirable

13. Risk Assessment skills	A/I
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Experience

Essential

14. Demonstratable experience of delivering activities	A/I
15. Experience of working with groups	A/I
16. Previous experience of working with vulnerable adults and children	

Desirable

17. Previous experience working on a Holiday Activity and Food programme, Public, youth groups, schools/SEND schools, corporate	A/I
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Other personal requirements

Essential

18. Enthusiastic, energetic, passionate individual when working with young people and adults	A/I
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✓ How we intend to assess your match with our person specification

A Application Form

C Assessment Centre

I Interview