

# BECOMING AN ACTIVE CITY

## Appendix 2 – Person Specification

### PERSON SPECIFICATION

**DIRECTORATE: COMMUNITY SERVICES**  
**JOB TITLE: PROGRAMME MANAGEMENT**  
**& HEALTHY CITY COORDINATION**

**DIVISION: SPORT AND RECREATION**  
**GRADE: 10**

**Note to Applicant:** The essential criteria are marked with \*, all other criteria are desirable.

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
<b>Qualifications and Training</b>	Educated to a degree level or appropriate relevant experience* A clear understanding of the workings of Sport England and the processes of project management* A comprehensive understanding of IT, including the use of Microsoft Office, and project management applications	A A
<b>Experience</b>	Significant experience of partnership working between local government and NGB's/Sport England* Experience of program and project management. Experience of project support and delivery* Experience of managing programme budgets and identifying opportunities to increase resources. Knowledge of the sport sector and operation of Sport England Knowledge of the sporting community and a track record of project management * Understanding of local authority statutory public health responsibilities.	A/I  A/I  A/I