

PERSON SPECIFICATION

POST: ACTIVITY COORDINATOR – COMMUNITIES IN MOTION

Please ensure that you show **how** you meet the following requirements when completing your application form.

ESSENTIAL REQUIREMENTS	
<u>Experience</u>	
1.	Experience of coordinating or delivering physical activity, sport, or wellbeing programmes.
2.	Ability to coordinate sessional staff or freelance contractors.
3.	Experience of planning and delivering community events or group activities.
4.	Experience of collecting data, recording, and reporting on activity.
<u>Knowledge & Skills</u>	
1.	Understanding of the barriers to physical activity faced by older people, including health, mobility, cultural, and socioeconomic factors.
2.	Knowledge of safeguarding principles and procedures relevant to working with vulnerable adults.
3.	Strong organisational and project coordination skills.
4.	Excellent communication and interpersonal skills, with the ability to build relationships with a wide range of stakeholders including health professionals, community groups, and funders.
5.	Proficient in using IT systems for data collection, reporting, and general administration (e.g. Microsoft Office, databases).
6.	Ability to maintain accurate financial records for programme activities (e.g. instructor payments, venue costs) and work alongside the Finance team to support budget monitoring
7.	Strong written communication skills, including the ability to produce reports and case studies for funders.
<u>Personal Attributes</u>	
1.	Person-centred approach with a genuine commitment to improving the lives of older people.
2.	Flexible and adaptable, willing to work occasional evenings and weekends to support events and sessions.
3.	Positive, proactive, and solution-focused.
4.	Ability to work independently and use initiative, while also being an effective team player.
5.	Reliable and trustworthy with a strong sense of responsibility.
<u>General Requirements</u>	
1.	Level 2 qualification in a physical activity-related discipline (e.g. fitness instructing, exercise to music, gym instruction).
2.	Commitment to respecting and upholding the rights and dignity of older people.
3.	A commitment to anti-discriminatory practice and to upholding the values of equality and diversity.
4.	Willingness to undertake mandatory training as required by Age UK and the programme funder, including safeguarding, health literacy, GDPR and communication skills.

5.	Full driving licence and access to a vehicle, or ability to travel independently across Leicester.
DESIRABLE CRITERIA	
1.	Level 3 Exercise for Older Adults, Later Life Training, or Postural Stability Instructor accreditation.
2.	Experience of working within a charity or non-profit organisation.
3.	Experience of working with older people or within an ageing-related service.
5.	Experience of volunteer recruitment, training, and management.
6.	Experience of working in partnership with NHS services, social prescribers, or public health teams.