**PERSON SPECIFICATION** 

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| POST | Physical Activity Referral Scheme (PARS) Coordinator |
| **DIRECTORATE** | People |
| **DEPARTMENT** | Health and Recreation  |
| **LOCATION** |  |

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| **FACTORS** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| Qualifications and training | * Level 3 Exercise Referral Qualification;
* REPs Level 3 Exercise Referral Registered.
 | * Level 4 Cardiac Rehabilitation Qualification;
* REPs Level 4 Cardiac Disease Registered.
 | Application |
| Experience | * 2 years’ experience working in a physical activity referral scheme environment.
 | * 6 months experience of working with clinically referred populations.
 | Application/Interview |
| Key skills, knowledge and attributes | * Excellent communication, planning and organising skills;
* Excellent leadership and co-ordinating skills;
* Excellent report writing and administrative skills;
* IT literate including knowledge of Access and Powerpoint;
* Ability to work on own initiative;
* High level of commitment;
* Highly motivated;
* Ability to be discrete and confidential.
 |  | Application/Interview |
| Driving |  |  |  |
| Working Arrangements/Flexibility | Mon – Fri daytime with flexibility in dealing with a range of duties and hours of work as required. |  | Application/Self-assessment |