**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 |