

Person Specification

Role	Outdoor Education	Last Reviewed	June 2023
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Importance of a Person Specification

When shortlisting, the below criteria will be assessed as either *Essential (E)* or *Desirable (D)*.

These criteria are reviewed throughout the selection process and will be considered if there is evidence in your *Application Form (AF)*, your *Supporting Statement (SS)* or if we further our criteria seeking at the *interview stage (I)*. Your application form therefore needs to identify and provide some examples of how and why you feel you can demonstrate some or all of the criteria below.

JE	Criteria	Essential / Desirable	How Assessed
	Personal Qualities		
II4	Ability to organise your workload and prioritise accordingly	E	AF/SS/I
IC3	Good interpersonal skills	E	AF/I
	Ability to work as part of a team and on your own	E	AF
MC1	Ability to concentrate sensory attention for short periods of time, including listening, observing, negotiating, etc...	E	I
MC2	Good data entry skills	E	SS/I
	Calm and reassuring demeanour	E	AF/SS/I
	Knowledge & Skills		
AS4	Good analytical skills and the ability to analyse complex information	E	AF/SS/I
IC3	Ability to impart knowledge and / or skills	E	AF/SS
K5	Advanced theoretical, practical and procedural knowledge within a specialist area	E	AF/SS
	Excellent leadership, group management and communication skills	E	AF/SS/I
PS3	High precision skills to perform specialist work		
	Ability to assess a situation rapidly and make decision under pressure	E	AF/SS/I
	Technical		
	Proficient in IT programmes including Word, Excel and databases	E	AF/SS/I
	Experience		
RF2	Previous experience of raising purchase orders and adhering to financial procedures	D	AF/SS
RPh3	Ability to demonstrate high levels of confidentiality and accuracy	E	AF/SS/I
	Experience of leading groups of children in the outdoors	D	AF/SS/I

	Ability to sympathise and support individuals in situations which are physically and emotionally demanding	E	AF/SS/I
	Experience of effectively planning visits which are appropriately risk assessed	E	AF/SS/I
	Qualifications		
	5 A*-C Grades GCSE including English and Math's	D	AF
	Degree in Outdoor Education	D	AF
	Have or be willing to undertake training to a minimum of Highland leader	E	AF/I
	Climbing wall qualified or willingness to undertake training	D	AF/I
	Full clean driving licence	E	AF/I
	Service		
	A commitment to working for the benefit of others	E	SS / I
	A commitment to working within the expectation outlined in the Catholic purpose of all job descriptions	E	SS / I