



RYA SCOTLAND SAILING DEVELOPMENT GROUP CO-ORDINATOR PERSON SPECIFICATION

Attributes	Essential	Desirable	Source of Evidence
Knowledge	Computer literate – preferably Microsoft Office, Word, Excel, Outlook Sound working knowledge of sailing and it's communities	Knowledge of boating Knowledge of Scottish geography	Application Informal interview
Skills	Excellent interpersonal skills – a good listener and communicator on all levels Ability to deliver communication up-dates Good written communication skills Good organisational skills Ability to manage time effectively	Enthusiasm for the development of sailing in Scotland across all communities Able to work with various groups and ages to achieve a common goal	Application Informal interview References
Experience	Experience of working with people and projects	Experience of working in a sports/ sailing environment Experience of working with volunteers	APPLICATION INFORMAL INTERVIEW
Qualifications	Undertaken RYA instructor training of any discipline		Certificate from course
Values/ Qualities	Self motivated – able to work remotely on own initiative Tactful, diplomatic, sensitive and responsive to views of others Flexible and adaptable		Informal interview References