



## Interview Scoring Criteria – Sport Inclusion Coordinator

Criteria	Weighting
Qualifications and Experience	20
Knowledge of Sports Development/Disability Sport, Disability Sector	20
Administration experience, computing and IT Skills	20
Team working, leadership, organisational skills and project management	20
Interpersonal Skills	10
Continuous Professional Development Plan	10
<b>TOTAL</b>	<b>100</b>

## Core Competencies and Interview Scoring Criteria - Sport Inclusion Coordinator

<p><b>Qualifications &amp; Experience</b> <b>(20)</b></p>	<p>Qualifications</p> <ul style="list-style-type: none"> <li>• Demonstrates academic achievement in line with the requirements for the position.</li> <li>• Takes account of range and level of qualification i.e. level of qualification above minimum requirements for the position advertised.</li> <li>• Demonstrates commitment to continuing academic development.</li> <li>• Computing/IT Skills Qualifications.</li> <li>• Coaching/Tutoring Qualifications</li> </ul> <p>Experience</p> <ul style="list-style-type: none"> <li>• Demonstrates a range and level of experience in Disability, Sports Development, Sport, Education, Coaching sector(s)</li> <li>• Has practical experience of working in a full time, part time or voluntary capacity in sports development and/or disability sport</li> <li>• Experience working with a range of stakeholders to achieve a shared goal</li> </ul>
<p><b>Knowledge of Sports Development/Disability Sport, Disability Sector</b> <b>(20)</b></p>	<ul style="list-style-type: none"> <li>• Familiar with the relevant policies and strategies of key bodies including Sport Irelands policy on <i>The Participation in Sport by People with Disabilities</i>, the National Sports Policy (2018-2027) and the National Physical Activity Plan.</li> <li>• Demonstrates understanding of current trends in Disability, Disability Sport and Inclusion nationally (and internationally)</li> <li>• Demonstrates a knowledge of the barriers to participation and how to address them</li> <li>• Demonstrates the ability to source relevant information and use it effectively</li> <li>• Demonstrates knowledge of sports development models and NGB structures</li> <li>• Indicates clear understanding of LSP's and local authority structures</li> </ul>
<p><b>Administrative experience, computing and IT Skills</b> <b>(20)</b></p>	<ul style="list-style-type: none"> <li>• Experience developing, managing financial plans, fundraising and office duties</li> <li>• Knowledge of website design/maintenance</li> <li>• Effective IT and presentation skills</li> <li>• Knowledge of new communicational modalities</li> </ul>

<p><b>Team Working, Leadership, Organisational Skills and Project Management</b></p> <p><b>(20)</b></p>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to supervise/take a role as a leader inspiring or guiding a team</li> <li>• Demonstrates ability to organise and coordinate events and projects</li> <li>• Demonstrates an enthusiastic and positive approach and a strong sense of commitment to work both as an individual and as a member of a team.</li> <li>• Demonstrates a capability to adapt to changing demands requiring flexibility.</li> <li>• Indicates ability in group facilitation skills</li> <li>• Demonstrates a strong interest in the organisation and its vision.</li> </ul>
<p><b>Interpersonal skills</b></p> <p><b>(10)</b></p>	<ul style="list-style-type: none"> <li>• Ability to present points of view in a clear, distinct and business-like manner</li> <li>• The ability to communicate with others in a manner that conveys the key message(s) and is appropriate to the audience</li> <li>• The ability to supervise/take a role as a leader inspiring or guiding a team</li> <li>• Knowledge of communication issues when dealing with people with disabilities</li> <li>• Self-motivated with drive and enthusiasm</li> <li>• Understanding of one's own training and development needs</li> </ul>
<p><b>Continuous Professional Development Plan</b></p> <p><b>(10)</b></p>	<ul style="list-style-type: none"> <li>• CPD courses undertaken</li> <li>• Self-evaluates performance against key requirements of one's role and identifies areas for development.</li> <li>• Keeps well-informed of training and development opportunities and initiates personal development requirements linked to current and likely future positions</li> <li>• Demonstrates ongoing self-study keeping up to date with changing requirements within the relevant job sector.</li> </ul>

## Guidelines on levels within each of the criteria to be used in the Interview Process

Level	1	2	3	4	5
Range	1 → 4	5 → 8	9 → 12	13 → 16	17 → 20
	Applicant demonstrates no evidence/little evidence of meeting criteria	Applicant demonstrates minimal evidence of meeting criteria	Applicant demonstrates evidence of meeting some of the criteria at an acceptable/average level	Applicant meets most of the criteria. Demonstrates many strengths and has few weaknesses	Applicant demonstrates excellent evidence of meeting criteria and shows excellent strengths with very few weaknesses

Level	1	2	3	4	5
Range	1 → 2	3 → 4	5 → 6	7 → 8	9 → 10
	Applicant demonstrates no evidence/little evidence of meeting criteria	Applicant demonstrates minimal evidence of meeting criteria	Applicant demonstrates evidence of meeting some of the criteria at an acceptable/average level	Applicant meets most of the criteria. Demonstrates many strengths and has few weaknesses	Applicant demonstrates excellent evidence of meeting criteria and shows excellent strengths with very few weaknesses