Person Specification – Community Sports Manager

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
Work Related Skills/Knowledge Ability to produce written reports to a high standard using word processing and spreadsheet packages	Application form and Interview
Knowledge of health and safety legislation and standards	Application form and Interview
Understanding of the new GDPR requirements	Application form and Interview
Use of social media platformsOrganising community events	Application form and Interview
Excellent interpersonal skills and the ability to communicate effectively with young people and adults	Application form and Interview
High level communication skills	Application form and Interview
High level of organisational skills	Application form and Interview
Experience of setting and achieving targets	Application form and Interview
Proficient in ICT and accurate record management	Application form and Interview
2. Qualifications and Professional Background Numeracy and literacy competence with GCSE or equivalent in Maths and English	Application form
Level 3 or equivalent qualification in Sports Leisure or Marketing (or working towards)	Application form
Evidence of continuing professional development	Application form
Experience of working in a similar role	Application form
Experience of budget management	Application form and Interview
Experience in supporting the submission of bids	Application form and Interview
3. Other Requirements	Interview
Motivation and Enthusiasm	Interview
Ability to use own initiative	Application form, Interview
Ability to manage conflict	Application form, Interview
Capacity to work with resilience to ensure progress towards targets and good humour	Application form, Interview
Outward, forward looking approach combining vision and progression	Application form, Interview
Ability to work under pressure and successfully meet deadlines	Application form, Interview