

**Person Specification**

**Deputy Sports Centre Manager**

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| **Qualifications & Training** | **Essential** | **Desirable** | **How Assessed** |
| Educated to NVQ Level 3 or equivalent (or have significant relevant experience) | ✓ |  | Application |
| Business/management orientated degree or professional qualification |  | ✓ | Application |
| Current First Aid Certificate or will be required to undertake on commencement | ✓ |  | Application |
| Other qualifications relevant to sports centre management |  | ✓ | Application |
| Commitment to own personal and professional development, including maintaining an up to date awareness of developments of all aspects of the role | ✓ |  | Application / Interview |
| **Experience** | **Essential** | **Desirable** | **How Assessed** |
| Experience of managing in the service environment on a day to day basis, including budgeting and the use of MIS systems | ✓ |  | Application / Interview |
| Experience of staff management | ✓ |  | Application / Interview |
| Experience of managing a Sports Centre on a day to day basis |  | ✓ | Application / Interview |
| Experience of writing reports |  | ✓ | Application / Interview |
| Experience of promoting and marketing |  | ✓ | Application / Interview |
| Experience of project management |  | ✓ | Application / Interview |
| **Special Knowledge & Skills** | **Essential** | **Desirable** | **How Assessed** |
| Knowledge of Health and Safety requirements including risk assessments |  | ✓ | Application / Interview |
| Knowledge of Data Protection issues |  | ✓ | Application / Interview |
| Excellent organisational skills to enable planning, prioritising and delivering of work to tight deadlines | ✓ |  | Application / Interview |
| Ability to work effectively with a range of stakeholders | ✓ |  | Application / Interview |
| Effective influencing and negotiating skills | ✓ |  | Application / Interview |
| Excellent written and oral communication, networking and interpersonal skills | ✓ |  | Application / Interview |
| **Personal Attributes** | **Essential** | **Desirable** | **How Assessed** |
| High levels of integrity, honesty and credibility | ✓ |  | Application / Interview |
| Highly motivated, confident, `can do’ problem solver and self-starter | ✓ |  | Application / Interview |
| Team player | ✓ |  | Application / Interview |
| **Equal Opportunities** | **Essential** | **Desirable** | **How Assessed** |
| An understanding of and commitment to equal opportunities | ✓ |  | Application / Interview |
| **Safeguarding** | **Essential** | **Desirable** | **How Assessed** |
| An understanding of and commitment to safeguarding and promoting the welfare of children and young people | ✓ |  | Application / Interview |
| **Other** | **Essential** | **Desirable** | **How Assessed** |
| Willing and able to work unsociable hours over a 7-day period rota, including daytime, early mornings, evenings, weekends and Bank Holidays. Available outside normal working hours to undertake extra duties to accommodate special events | ✓ |  | Interview |