**Person Specification – Community Lettings Manager**

**Method of Assessment\*I - Interview, T - Task/Presentation, A - Application Form, E - Evidence**

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| **Education and Professional Qualifications** | **Essential/****Desirable** | **Method of Assessment** |
| Strong academic record, including English and Maths GCSE at Grade C or equivalent | E | A |
| Relevant business or events management qualification  | D | A |

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| **Experience and Skills** | **Essential/****Desirable** | **Method of Assessment** |
| Experience of working in a customer service, business development or events management role | **E** | **A, I**  |
| Experience of working in the sports and health sector | **E** | **A, I** |
| Excellent organisation skills, negotiation and sales skills | **E** | **A, I**  |
| Ability to lead and manage a team | **E** | **A, I**  |
| Good level of ICT skills | **E** | **A,I** |
| Experience of writing successful bids for external grants | **D** | **A, I,**  |
| Ability to manage time effectively | **E** | **A, I** |
| Good verbal and written communication skills  | **E** | **A, I E** |

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| **Knowledge**  | **Essential/ Desirable** | **Method of Assessment** |
| Knowledge of legislative requirements relevant to role – Health andSafety / Child Protection / Confidentiality / insurances /licences etc. | **E** | **A, I**  |
| Understanding of health and wellbeing agenda | **E** | **A, I,**  |

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| **Personal Attributes/Qualities**  | **Essential/ Desirable** | **Method of Assessment** |
| Ability to be flexible and committed to working evenings and weekends | **E** | **A, I, E** |
| Ability to travel to other sites  | **D** | **A, I** |
| Resilience, tact and diplomacy, even when under pressure | **E** | **A, I, E** |
| Punctual, reliable and trustworthy  | **E** | **A,I** |
| Be personable and set a good example to colleagues and pupils  | **E** | **A, I**  |