



Person Specification – Sports Hub Site Assistant

	Essential	Desirable	Method of Assessment
Qualifications and training	<ul style="list-style-type: none"> • A positive attitude towards professional development and their own learning. 	<ul style="list-style-type: none"> • GCSE Grade 4-9 in English and Mathematics Level 2. • Current first aid and safeguarding qualifications. 	Application form/interview
Experience & Skills	<ul style="list-style-type: none"> • Great customer service • Previous experience of taking payments • Good understanding of equality, diversity, and inclusion. • Competent in using Microsoft Word, Excel and PowerPoint. 	<ul style="list-style-type: none"> • Experience working with community groups, external partners and funding organisations. 	Application form/interview

<p>Personal Attributes</p>	<ul style="list-style-type: none"> • A passion for sport, community and making a difference • Good communication and interpersonal skills. • Well organised and work well as part of a team. • Self-motivation and ability to work under own initiative. • Evidence of ongoing and regular continuing professional development (CPD). • Ability to be a positive role model. • A commitment to probity, honesty and openness in dealing with others. 		<p>Application form/interview</p>
<p>Other</p>	<ul style="list-style-type: none"> • Willingness to work flexible hours including evenings and weekends. • Willingness to undertake an enhanced DBS disclosure. 	<ul style="list-style-type: none"> • Full driving licence and access to own vehicle. 	<p>Application form/interview</p>