



Person Specification – Sports Hub Site Manager

	Essential	Desirable	Method of Assessment
Qualifications and training	<ul style="list-style-type: none"> • A positive attitude towards professional development and their own learning. • GCSE Grade 4-9 in English and Mathematics 	<ul style="list-style-type: none"> • A degree or equivalent level qualification or experience. • Current first aid and safeguarding qualifications. 	Application form/interview
Experience & Skills	<ul style="list-style-type: none"> • Provide a high level of customer service • Experience of managing or supervising staff or volunteers. • Good understanding of equality, diversity, and inclusion. • Competent in using Microsoft Word, Excel and PowerPoint and data management systems to manage bookings and for monitoring and evaluation 	<ul style="list-style-type: none"> • Experience of facility management and operation • Experience of managing budgets. • Experience working with community groups, external partners and funding organisations. • Experience of writing development plans, work programmes and reports. 	Application form/interview

<p>Personal Attributes</p>	<ul style="list-style-type: none"> • A passion for sport, community and making a difference • Excellent communication and interpersonal skills. • Excellent planning and organisational skills. • Ability to monitor and evaluate your own work in order to continually improve. • 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>