PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Sports Centre Duty Officer   **Department: Active Lifestyle and Sport**

	Essential	Desirable	Tested by (Application form, Interview, Test)
Qualifications and Training			
GCSE in English and Mathematics	X		Application Form
Recognised industry qualification in sports management (ILM/CIMSPA)		X	Application Form
Current First Aid at work qualification		X	Application Form
Specific Skills, Experience and Knowledge			
Previous experience of working in a commercial sports operation.	X		Application Form
Previous experience of supervising staff	X		Application Form
Experience of operating leisure management systems (Access/Bookings/Epos) or similair	X		Application Form
Knowledge of health and safety and risk assessments	X		Application form/Interview
Proven experience of working as part of a team	X		Application form/Interview
Computer skills including familiarity with Microsoft Office and databases such as SportSoft.	X		Application Form
Knowledge of a broad range of sports and their requirements.	X		Interview
Awareness of the importance of equality and diversity in the health and sport environment	X		Interview
Personal and Interpersonal Qualities			
Able to demonstrate good personal communication and organisational skills.	X		Application form/Interview
Able to work under pressure and to deadlines during busy periods	X		Application Form
The ability to deal tactfully and professionally with all enquires	X		Application Form
An active interest in setting high standards of customer care.	X		Application Form
Capacity for Career Development			
A commitment to continual professional development	X		Application form/Interview
Physical Requirements			
Ability to undertake the duties associated with the role.	X		Interview
Circumstances			
Available to work in a changing shift pattern dependent to business demand.	X		Application Form
Ability to work earlies mornings, lates and weekends.	X		Application Form