

PERSON SPECIFICATION

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

Job Title: Head of Active Lifestyle & Sport

Department: Student & Academic Services

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
Degree level qualification or significant vocational and relevant management experience	x		App
Project Management Qualification		x	App
Skills and Abilities			
A high level of literacy and experience of writing documents such as, reports and business plans	x		Int & Test
Proven ability to successfully manage a team and knowledge of HR legislation	x		App
Proven ability to understand key sports legislation relevant to the operation of facilities, event management and volunteers	x		App
A good understanding of health and safety procedures and accepted good practice	x		App
Ability to manage a complex workload including competing priorities, achieve targets and delegate effectively	x		App & Int
Experience			
Significant experience in the management of student sport or similar sports environment	x		Int
Experience managing budgets, commercial income development and financial reporting.	x		App & Int
Experience of sports development projects within Higher Education.	x		Test
Experience of overseeing sports operations across multiple sports facilities.			
Experience of sports development and policy	x		App & Int
Experience of procuring third party service providers.		x	App

Experience of reviewing and developing processes to improve efficiency and customer satisfaction	X		App & Int
Experience of leading a multi-disciplined team		x	App
Other requirements			
Willingness to work outside of normal working hours including early morning, evening and weekends	x		Int