

EMPLOYEE SPECIFICATION

Post Title: Sports Supervisor

CRITERIA		ESSENTIAL	DESIRABLE
SKILLS/ABILITIES	<p>Ability to communicate effectively at all levels.</p> <p>Ability to manage time and workload effectively.</p> <p>Ability to engage with young people effectively</p> <p>IT skills particularly in relation to Microsoft solutions</p> <p>Ability to present computerised data in report format</p> <p>Ability to work unsupervised and show initiative</p> <p>Ability to give users of the centre direction as appropriate</p> <p>Ability to handle difficult situations sensitively but assertively</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	
EXPERIENCE	<p>Experience of working with people particularly young people.</p> <p>Experience of maintaining appropriate relationships with young people</p> <p>Experience of providing a customer focused service</p>	<p>√</p> <p>√</p> <p>√</p>	

	<p>Experience of working with a range of community groups</p> <p>Experience of working within a sports facility</p> <p>Supervision of staff either casual or permanent.</p> <p>Responsibility for the security of premises</p> <p>Handling of money including reconciliation and banking</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>
KNOWLEDGE	<p>Knowledge of the sport/fitness environment</p> <p>Awareness of Child Protection issues.</p> <p>Knowledge of fitness testing and development of programmes.</p> <p>Health and safety legislation</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>
QUALIFICATIONS/ TRAINING	<p>4 GCSE's (Grades A to C) including English and Maths or for those not possessing qualifications a minimum of 2 years experience in a sports facility or similar environment</p> <p>Commitment to ongoing professional development.</p> <p>First Aid Qualification</p> <p>Coaching or leadership qualifications</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>
OTHER FACTORS	<p>Ability to work within a shift system over 7 days a week.</p>	<p>√</p>	<p>√</p>

