

Person Specification

Sport Development Officer

Faculty/Directorate: Estates

Grade: E

Role profile: SME1

Full time

Permanent

Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
Qualifications	Relevant sports degree or equivalent work experience	Desirable	X			X
	Two A Levels in relevant subject or equivalent	Essential	X			X
Experience	Experience of planning, delivering and monitoring sport club development programmes	Essential	X	X	X	
	Experience of recruiting, retaining and managing student sport volunteers	Essential	X	X		
	Experience of establishing and maintaining relations with key stakeholders	Essential	X	X		
	Experience of developing/implementing club resource management processes	Desirable	X	X	X	
	Experience of working in sport within HE	Desirable	X	X	X	
	Experience of financial and/or budgetary control	Essential	X	X		
	Experience in Health & Safety, including writing Risk Assessments in a sporting context.	Essential	X	X		
	Knowledge of NGB student programmes and initiatives	Desirable	X	X	X	
Knowledge	Knowledge of other national sports organisations and/or competition structures nationally and regionally	Essential	X	X	X	
	Understanding of sport development principles, specifically in relation to increasing participation	Essential	X	X	X	

Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
	Ability to provide succinct reports and briefings on proposed projects	Essential	X			
	Ability to communicate well with people with different perspectives and knowledge both orally and in writing	Essential	X	X		
	Ability to maintain excellent administrative systems & strong organisational skills	Essential	X	X		
	Ability to create and develop networks	Essential	X	X		
Skills	Able to work pro-actively and on own initiative, often to tight deadlines and within defined budgets	Essential	X	X		
	Confident communicator with people at all levels of seniority	Desirable	X	X		
	Capacity to collect and collate information and data, identifying gaps, patterns and trends	Essential	X	X		
	Ability to use Microsoft Office, email and the internet	Essential	X	X	X	
	Empathy in dealing with students/customers	Essential		X		
Additional Requirements	Commitment to observe the university's Equal Opportunities policy	Essential	X			
	Willingness to work flexible hours as and when required	Essential	X			
	Weekend working may be a requirement of this post for University Open Days and Welcome Weekend.	Essential	X			

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**