**Person Specification**

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| Job Title: TAST Centre Manager | Grade: ENS02 |
| Section: Enable Leisure & Culture | Department: Enable Leisure & Sport |
| Responsible to: Senior Leisure Managers | Date: 31/10/2017 |
| Post Number: tbc | |

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| **A - Application form**  **I – Interview**  **T – Test**  **C – Certificate (original evidence)** | |
| **Requirements** | **Assessed by A & I/T/C** |
| **Knowledge** | |
| 1. An understanding and awareness of current industry trends in relation to marketing and communications. 2. Knowledge of current sport & physical activity development initiatives and the organisation and administration of sport. 3. Knowledge of Health & Safety regulations, ensuring that all guidelines within the Health and Safety at work act 1974 are abided by. 4. Good working knowledge and experience of using IT applications including Outlook, Word, Excel and Access. | A/I  A/I  A/I  A/I |
| **Experience** | |
| 1. Knowledge and experience of deploying employee relations policies and procedures that maybe required in order to manage staff. 2. Proven track record of analysing key trends and successful operational direction | A/I/T  A/I |
| **Skills** | |
| 1. Ability to recruit and manage staff; with specific experience of delivering appraisals, identifying training and development, one-to-one supervision, developing work plans, inductions and a probation period. 2. Ability to communicate effectively at all levels with good oral, written and interpersonal skills; including experience of dealing with customers in a service environment. 3. Ability to prioritise workload, managing several projects simultaneously whilst still meeting deadlines 4. Ability to organise, manage, monitor, evaluate and review an activity programme and other centre information to maximise use of the facility including events and competitions. 5. Ability to develop the business using thorough planning, competitor analysis and short and long term objectives; including experience of writing centre objectives, marketing plans and/or business plans. 6. Evidence of competent administration, finance and organisational skills, good numerical, skills to reconcile accounts, produce budget projections and usage figures. 7. Ability to manage physical resources including premises, materials and equipment, with a good working knowledge of the maintenance processes for grass and artificial sport pitches and surfaces. 8. Ability to follow and apply policy & procedures and guidelines efficiently and effectively in the course of day-to-day work and to work in an organised, structured way to achieve deadlines. 9. Excellent time management skills, and able to deal with multiple priorities at once. | A/I  A/I/T  A/I  A/I/T  A/I  A/I/T  A/I  A/I  A/I |
| **Qualifications** | |
| 1. An appropriate degree or equivalent relevant qualification and previous experience of managing leisure facilities 2. A valid first aid at work qualification. | C  C |
| **Special Requirements** | |
| 1. Able to work unsociable hours including evenings and weekends as required. 2. Understanding of the multi-racial community in Wandsworth and the implications for service delivery in general and be able to work with all sections of the community including young people, older adults and people with disabilities. 3. Understanding of safeguarding and the implications for service. | A  A  A |