

## Person Specification- Sports Development Coordinator

Criteria	Essential	Desirable
<b>General</b> <ul style="list-style-type: none"> <li>Passionate about sports development, with a good knowledge of sport at both recreational and competitive levels</li> <li>Knowledge of University Sports and related organisations</li> <li>Interest in health and wellbeing and promoting this to a student population</li> </ul>	Yes	Yes Yes
<b>Experience/Knowledge:</b> <ul style="list-style-type: none"> <li>Experience and knowledge of what is involved in running a successful sports club</li> <li>Previous experience in club development, with specific experience working with a wide range of stakeholders</li> <li>Ability to develop evaluative measures and indicators to map club progress and sustain club momentum through their progression</li> <li>Ability to access resources to support sports development and specialist help for individual clubs i.e. coaching/training</li> <li>Experience of financial plans and identify the individual needs of different clubs</li> <li>Knowledge and continuous awareness of developments and changes to Sport Governing Bodies and relevant organisations in student sport</li> </ul>	Yes Yes Yes Yes	Yes Yes
<b>Qualifications:</b> <ul style="list-style-type: none"> <li>Educated to Degree level, ideally in the field of Sport and Leisure Management</li> </ul>		Yes
<b>Skills:</b> <ul style="list-style-type: none"> <li>Excellent interpersonal skills and the ability to work with a wide range of Stakeholders</li> <li>Excellent verbal and written communications and presentation skills</li> <li>Computer literate, with experience of a range of software</li> <li>Ability to meet deadlines, multi task and work under pressure</li> <li>Attention to detail and ability to meet the wide administrative aspect of the role</li> <li>The ability to work on own initiative but also as part of wider team and pitch in with general duties when required</li> </ul>	Yes Yes Yes Yes Yes Yes	
<b>Attributes:</b> <ul style="list-style-type: none"> <li>Passionate about sports and university sport</li> <li>Self-motivator with a 'can do' attitude</li> <li>Take pride in work tasks and enjoy meeting and overcoming challenges</li> <li>An outgoing personality with the ability to communicate and engage positively with a student population but also to enforce a set of standards to abide by the organisations regulations.</li> </ul>	Yes Yes Yes Yes	