

Person Specification

Sports Centre Supervisor

Essential skills, knowledge and experience:

1. Self-motivated – able to work productively without direct supervision
2. Open and friendly communicator, both face-to-face and by telephone
3. IT skills, including emails, word processing and spreadsheets
4. Able to deal with financial transactions accurately
5. Able to follow written and verbal instructions accurately and consistently
6. Supervision of groups (e.g. in a sporting environment)
7. Able to sell products and services

Desirable skills, knowledge and experience:

1. Database entry and website development
2. Direct and on-line marketing and selling experience (including Social Media)
3. Familiarity with COSHH procedures
4. Basic food preparation certification
5. Current First Aid Certificate
6. Level 1 or above sports coaching qualification