

PERSON SPECIFICATION: SPORT & RECREATION MANAGER POST REF: 101444 DATE COMPILED: November 2015

HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.

REQUIREMENTS	ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)	DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)
<ul style="list-style-type: none"> - Educational/vocational/ occupational qualifications and/or training - Specific qualifications (or equivalents) 	<ul style="list-style-type: none"> • Relevant degree or equivalent in a sport/recreation discipline (F) • Management or Business Studies Qualification (Level 4 minimum) (F) • Evidence of continuing professional development (F) • Membership of a sport/recreation professional body e.g.CIMSPA (F) 	
<ul style="list-style-type: none"> - Work or other relevant experience 	<ul style="list-style-type: none"> • Minimum of 5 years experience of delivering sport & physical activity services across a broad range of activity and subject range to a wide range of service users (F) • Demonstrable management experience (including facility management) with a proven record of 	<ul style="list-style-type: none"> • Previous experience of working in the public sector (F) • Experience of working with Active People and Active Places statistical information (F) (I) •



	<p>improving results (F) (I)</p> <ul style="list-style-type: none"> • Leadership and management experience of working with multi-disciplinary teams of staff including planning and organising working arrangements, duties and work programmes (F) (I) • Experience and detailed knowledge of legislation as it applies to the delivery of sport, facilities and outdoor activity services e.g. Adventurous Activity Licensing, health & safety, safeguarding etc. (F) (I) • Experience of networking and strong partnership working in order to develop services in line with agreed outcomes (F) (I) • Experience of developing projects and programmes and securing alternative sources of funding for delivery purposes (F) (I) • Experience of managing, controlling and monitoring budgets (F) • Experience in the development, marketing and delivery of activity programmes and initiatives as well as improving user experience (F) (I) • Experience of delivering performance targets including service accreditation (F) (I) 	<ul style="list-style-type: none"> • Commercial awareness and sound financial and business practice (F)
ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)		

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<ul style="list-style-type: none"> - Skills, abilities, knowledge and competencies 	<ul style="list-style-type: none"> • Demonstrate an understanding of current issues, policies and developments relating to the specific responsibilities of the post (I) • Good project management skills (I) • Good understanding & knowledge of the development of leisure strategies and “planning for sport” (I) • Ability to communicate effectively with excellent written, oral and presentational skills. Includes presenting information confidently to different audiences and preparing clear, concise and accurate reports. (I) • Ability to develop and implement policies, procedures and plans (I) • Able to manage and supervise others and has good interpersonal skills to relate to diverse groups and individuals (I) • Competent use of IT including word and excel (I) • Has ability to plan and organise own workload (I) • Improves performance by challenging established methods and initiating change (I) 	<ul style="list-style-type: none"> • Knowledge of external funding available both to local authorities and the wider community (I)
<ul style="list-style-type: none"> - General 	<ul style="list-style-type: none"> • Energetic and enthusiastic with drive to achieve successful business and community outcomes (F) (I) 	



competencies	<ul style="list-style-type: none"> • Ability to make sound judgements and decisions under pressure (I) • Able to inspire, motivate and lead others to put plans into action (I) • Able to prioritise, co-ordinate and organise work to achieve service delivery objectives at times involving heavy workloads and tight deadlines (I) • Able to work effectively as part of a team as well as a team leader in order to deliver a service to others (I) • Helpful and supportive manner, good interpersonal skills and a good communicator, adaptable, flexible in approach to work time (including occasional evenings and weekends) and tasks (I) • Able to travel independently to access a variety of locations (F) • Able to travel independently to access a variety of locations (F) • Driving licence holder (F) 	
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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council's Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.