



Person Specification: LC Sports & Lettings Manager

Characteristics	Essential	Desirable	Evidence
EXPERIENCE	• Experience of managing a gym, leisure facility, sports facility or similar environment • Experience of working with members of the public • Experience of IT packages including word/excel, outlook, social media • Management experience • Experience of managing budgets and tracking income • Experience of planning, designing and implementing fitness programmes, both individual and group	• Qualified first aider • Experience of invoicing customers and debt collection • Experience of generating income • Experience of marketing and advertising	A, I
QUALIFICATIONS & TRAINING	• GCSE Grade C (or equivalent) in English & Maths • Level 3 Fitness Instruction/Personal trainer or equivalent • Good understanding of health and safety requirements	• Relevant class qualifications • Evidence of further Personal Professional Development • Health and safety qualification/training • First aid qualification/training	A
APTITUDES & ABILITIES	• Excellent verbal and written communication skills • Ability to manage competing priorities and work effectively under pressure. • Excellent IT skills • Good time management • Excellent organisational &		A, I, R

A-Application

I-Interview

R-Reference

	administrative skills • Enthusiastic & self-motivated • Ability to motivate a team • Ability to use one’s own initiative • Work well within a team and independently • Knowledge of and commitment to educational inclusion, anti-racism and equity		
DISPOSITION ATTITUDE/MOTIVATION	• Patient • Proactive • Diplomatic • Reliable and trustworthy • Conscientious • Flexible		A, R, I