## PERSON SPECIFICATION FOR OPERATIONS MANAGER POST

Method of Assessment (MOA): A = Application Form I = Interview P = Presentation

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|  | **ESSENTIAL** | **MOA** | **DESIRABLE** | **MOA** |
| **QUALIFICATIONS** | * Degree and/or equivalent management qualification/experience
 |  A / I | * Evidence of CPD
 | A |
| **KNOWLEDGE/****EXPERIENCE** | * Experience of leading/managing a staff team
* Experience of strategic organisational development and associated monitoring and evaluation to achieve agreed outcomes
* Experience of managing complex projects/contracts and developing creative ways to achieve results
* Experience of managing change
* Sound financial management Skills
* Experience of representing an organisation externally at a senior level
 | A/IA/IP/IA/IAA/I | * Experience of Sage accounting system
* Knowledge of charity and equality legislation
* Experience and understanding of disability equality issues
* Experience of fundraising activity/grant application processes
* Practical knowledge of the structure of sport in the UK
 | AA/IA/IA/IA/IA/I |
| **SKILLS** | * Excellent written and verbal communication skills and the ability to engage, empower and motivate others
* Excellent inter-personal skills with evidence of relationship building skills
* Strong organisational skills, self -discipline and attention to detail
* High level of IT literacy including Microsoft Office, website management and useof social media
* A proven track record of effectively planning and managing budgets and dealing with financial issues and risks
 | A/PA/IA/IAA/I | * Experience of managing a community facility or similar building
 | A/I |
| **APTITUDE** | * Ability to work on own initiative.
* Ability to set high standards and drive successful outcomes while showing tolerance and respect
* Ability to lead and contribute to team working situations
* Enthusiastic, self-motivated, adaptable and proactive with developed initiative skills
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| **PERSONAL** **QUALITIES** | * Flexibility to work around the needs of the organisation (which mayinclude some evening and weekend work)
* Commitment to continuing professional development
* Commitment to equality of opportunity in sport and active recreation
 |  A / I I I A/I | * Driving licence and access to a vehicle
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