## 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/I  A/I  P/I  A/I  A  A/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 | A  A/I  A/I  A/I  A/I  A/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 use of social media * A proven track record of effectively planning and managing budgets and dealing with financial issues and risks | A/P  A/I  A/I  A  A/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 | I I    I  I |  |  |
| **PERSONAL**  **QUALITIES** | * Flexibility to work around the needs of the organisation (which may include some evening and weekend work) * Commitment to continuing professional development * Commitment to equality of opportunity in sport and active recreation | A / I I IA/I | * Driving licence and access to a vehicle | I |