

UNIVERSITY OF MANCHESTER

UoM Sport

Person Specification

Post Campus Sport League Coordinator

Grade Casual

UoM Sport are looking for people who are outgoing and highly motivated to fill each of the posts. The Person Specification below indicates the essential and desirable attributes that an individual must demonstrate to be considered for the post. Please note that covering letters should be written in way that demonstrates how the applicant meets each of the attributes.

Applicants will be shortlisted if they demonstrate how they meet all of the **essential** attributes. The **desirable** attributes are **not** necessary to be shortlisted, but are considered to be advantageous.

Person Specification

Person Specification	Essential	Desirable	Method of Assessment
Qualifications			
	Be a current Student at the University of Manchester		Application
		Relevant level 1 or equivalent Officials qualification	Application
		Current First Aid qualification	Application
		Relevant coaching qualification	Application
Knowledge and Skills and Experience			
	Have experience of how sport is delivered at the University		Application and Interview
		Experience of being involved in Campus Sport, either as a player, official or volunteer	Application and Interview
	Be able to demonstrate knowledge of a chosen sport		Application and Interview
	Ability to plan, organise and manage a range of activities		Application and Interview
	Be able manage time efficiently		Application and Interview
	Excellent communication skills, written and verbal		Application and Interview
	Excellent organisational skills		Application and Interview
	Effective problem solving skills		Application and Interview
	Basic IT skills and be confident using emails, databases, Microsoft Word and Excel		Application and Interview
		Basic knowledge of Health and Safety issues and legislation relating to organised sport	Application and Interview
Personal Attributes			
	Highly motivated and committed individual		Application and Interview
	Be able to work independently or as part of a team		Application and Interview
	Be able to work under your own initiative		Application and Interview
	Commitment to excellent customer service and excellent Interpersonal skills		Application and Interview