

UNIVERSITY OF MANCHESTER
UoM Sport
Person Specification

Post Sport Coordinator

Grade Casual

UoM Sport are looking for people who are outgoing and highly motivated to fill the above post. The person specification below indicates the essential and desirable attributes that an individual must demonstrate to be considered for the post. Please note that applications 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	Essential	Application
	Relevant level 1 or equivalent Officials qualification	Desirable	Application
	Current First Aid qualification	Desirable	Application
	Relevant coaching qualification	Desirable	Application
Knowledge and Skills and Experience			
	Have experience of how sport is delivered at the University	Essential	Application and Interview
	Experience of being involved in University sport, either as a player, official or volunteer	Desirable	Application and Interview
	Experience of being involved with Participation Sport programmes, either as a player, official or volunteer	Desirable	Application and Interview
	Knowledge of the University campus locations and spaces available for sport/activities	Desirable	Application and Interview
	Ability to plan, organise and manage a range of activities	Essential	Application and Interview
	Be able manage time efficiently	Essential	Application and Interview
	Excellent communication skills, written and verbal	Essential	Application and Interview
	Excellent organisational skills	Essential	Application and Interview
	Effective problem solving skills	Essential	Application and Interview
	Basic IT skills and be confident using emails, databases, Microsoft Word and Excel	Essential	Application and Interview
	Basic knowledge of Health and Safety issues and legislation relating to organised sport	Desirable	Application and Interview
Personal Attributes			
	Highly motivated and committed individual	Essential	Application and Interview
	Be able to work independently or as part of a team	Essential	Application and Interview
	Be able to work under your own initiative	Essential	Application and Interview
	Commitment to excellent customer service and excellent Interpersonal skills	Essential	Application and Interview