



Person Specification

Post Title: Lace Hill Sports & Community Centre Coordinator

Accountable to: Deputy Town Clerk

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	Experience of working in public facing/ customer service role	Management experience in a similar role Experience of organising events in the public or private sector	Application form Interview
QUALIFICATIONS/ TRAINING	Good general education with a minimum of 5 GCSEs, including Maths and English Qualified first aider or willing to undertake training Willing to undertake Safeguarding training	Degree or HNC in relevant discipline 2 A levels Fire safety	Application form
KNOWLEDGE & SKILLS	Good practical knowledge of Microsoft Office Report writing Organisational and customer service skills Able to use the internet and social media Excellent communication skills	Record keeping Knowledge of health & safety legislation and relevance to events at LHSCC	Application form Interview



	<p>– both written and verbal</p> <p>Confident, self-motivated, innovative, and able to work autonomously when required</p> <p>Able to prioritise work and demands</p> <p>Able to work as part of a wider local team</p>		
Practical & intellectual skills	<p>Able to work calmly under pressure and to tight deadlines</p> <p>Able to work both alone and harmoniously with staff and public</p> <p>Able to use initiative to anticipate problems and solve them</p> <p>Methodical and thorough approach to tasks</p>		Interview
DISPOSITION/ ATTITUDE	<p>A professional attitude and approach</p> <p>Flexible</p> <p>Friendly disposition</p>		Interview
SPECIAL REQUIREMENTS	<p>Willing to work regular evenings, weekends and Bank Holidays, and attend the Centre at short notice</p> <p>Required to consent to enhanced DBS check</p>		Application Form