



# Leisure Facilities Lettings Manager Person Specification

This person specification outlines the attributes that a candidate will need to have in order to undertake the roles and responsibilities of the **Leisure Facilities Lettings Manager** to the high standard required. When you complete your application please illustrate that you have the capacity to undertake the roles described in accompanying documents and describe how you have demonstrated that you have the qualities listed below.

	Essential qualities	Desirable qualities
<b>Knowledge/ Experience</b>	<ul style="list-style-type: none"> <li>■ A passion for sports, physical activity and healthy lifestyles, together with an appreciation of the school's education and community aims and objectives.</li> <li>■ Operational management experience in a similar sector.</li> <li>■ Knowledge in the application of Health and Safety policies and procedures.</li> <li>■ Ability to drive income generation activities and develop long-term plans for the Centre.</li> <li>■ Experience in helping to set budgets and business targets and reviewing progress against objectives.</li> </ul>	<ul style="list-style-type: none"> <li>■ Demonstrable experience in a similar role requiring stakeholder and customer engagement.</li> <li>■ Relevant qualifications (e.g. NVQ Levels, First Aid at work, Safeguarding children).</li> <li>■ Demonstrable experience of meeting income targets.</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>■ Good interpersonal, time management and organisational skills.</li> <li>■ Good teamworking skills and the ability to lead, as well as motivating a team.</li> <li>■ Business acumen, creative thinking and problem-solving skills.</li> <li>■ Good ICT skills and the ability to work with a range of software.</li> <li>■ Ability and ambition to relate to the requirements of customers from all ages and sectors of society.</li> <li>■ Flexible.</li> </ul>	<ul style="list-style-type: none"> <li>■ Training/qualification in people management.</li> <li>■ Experience/knowledge of booking management systems.</li> </ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>■ A customer focused, approachable and outgoing personality.</li> <li>■ Positive mindset and a 'can-do' approach</li> <li>■ Attention to detail.</li> <li>■ Self-motivated.</li> <li>■ Tactful and diplomatic.</li> <li>■ Initiative and ability to prioritise own work and that of your team.</li> <li>■ Calm under pressure.</li> </ul>	<ul style="list-style-type: none"> <li>■ Evidence of recent self-development and willingness to undertake further training.</li> </ul>