

**PERSON SPECIFICATION
DUTY MANAGER**

As well as meeting the criteria listed below, the successful candidate will have provided a strong supporting statement explaining reasons for applying for the post and addressing the responsibilities identified in the Job Description.

ESSENTIAL

The successful candidate will have

Experience and Skills

- Experience of working in some form of customer-facing role
- Experience of effective liaison with different teams within an organisation
- Have a professional, positive “can do” approach
- Strong planning and organisational skills

Professional and Personal Qualities

- Strong interpersonal skills and experience in building working relationships
- Ability to work collaboratively, both internally and externally
- A flexible approach to fulfilling the responsibilities of the job
- Availability to work occasional weekends

DESIRABLE

The successful candidate may have

- Experience of working in a sport/fitness or educational environment
- An understanding of the specific needs of clients hiring sports facilities
- A Health and Safety qualification
- A First Aid qualification