

Sheffield City Trust

Person Specification

Job Title: HLC Programme Administrator

Selection Criteria:

CRITERIA	STANDARD	ESSENTIAL/ DESIRABLE	MEASURED BY
Work Experience	Experience of working with community schools, establishments, and groups	Desirable	Application / Interview
	Experience of working as part of a coached activity programme	Desirable	Application/Interview
	Experience working on present SCT systems in order to develop programmes (MRM, GoLearn, ME)	Desirable	Application/Interview
	Able to work under pressure and produce consistent positive outcomes	Essential	Application/Interview
Knowledge	Sound understanding of citywide and national key sports strategies across all disciplines	Desirable	Application / Interview
	Knowledge around Ofsted guidance and relevant DBS processes for all relevant programmes	Desirable	Interview
Skills	Ability to work with internal and external customers to maximise the programmes offered to increase income and participation	Essential	Interview
	IT skills, including Microsoft Office, MRM, GoLearn	Essential	Application
	Able to work and prioritise to objectives linking back to in line manager direction	Essential	Interview
	Ability to work as part of a team	Essential	Interview

	Ability to deliver high quality service with minimal supervision	Essential	Application / Interview
	Ability to produce reports and undertake benchmarking work	Essential	Application / Interview