

Sheffield City Trust

Person Specification

Job Title: Programme Supervisor

Selection Criteria:

CRITERIA	STANDARD	ESSENTIAL/ DESIRABLE	MEASURED BY
Work Experience	Experience of delivering and developing a coached activity programme for aquatic	Essential	Application / Interview
	Experience of delivering and developing a coached activity programme for Dry	Essential	Application/Interview
	Experience of managing staff, including recruitment, rota's, payroll, training and performance reviews	Essential	Application / Interview
	Experience working on present SCT systems in order to develop programmes (MRM, Learn 2, ME)	Essential	Application/Interview
	Able to work under pressure and produce consistent positive outcomes	Essential	Application/Interview
Knowledge	Degree in Sports Development or equivalent	Desirable	Application
	Sound understanding of citywide and national key sports strategies across all disciplines	Essential	Application / Interview
	Knowledge of coach education pathways across all disciplines and Health & safety guidelines required for programme delivery.	Essential	Interview

	Level 2 coaching qualification in Aquatics, Gymnastics, Trampolining, Athletics	Desirable	Application
	Knowledge around Ofsted guidance and relevant DBS processes for all relevant programmes	Essential	Interview
Skills	Ability to lead a varied team of staff including administrators and coaches through strong and co-operative management	Essential	Application / Interview
	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, Learn 2	Essential	Application
	Ability to propose and deliver successful programmes to ensure financial and KPI targets are achieved	Desirable	Application / Interview
	Able to work and prioritise to objectives linking back to in line manager direction	Essential	Interview