

**PERSON SPECIFICATION
Lakeside Campus Outdoor Activity Supervisor**

Criteria	Essential / Desirable	Application Form / Supporting Statement / Interview
1. Outdoor activity, sport, teaching degree or equivalent work-based qualifications. Demonstrate industry experience of applied work in outdoor activity, sport or leisure facilities.	Essential	Application Form / Supporting Statement / Interview
2. Current qualifications and leadership experience within the field of outdoor activities.	Essential	Application Form / Supporting Statement / Interview
3. Demonstrate high quality organisational skills with the ability to supervise daily operational bookings, and events to tight deadlines and implement operating systems.	Essential	Supporting Statement / Interview
4. Ability to lead part-time outdoor activities staff, activity facilitators or coaches and to maintain safe effective daily working practice.	Essential	Supporting Statement / Interview
5. Demonstrate applied knowledge of Health & Safety in the workplace, safeguarding procedures, and exhibit knowledge of compliance criteria for outdoor activities. Outline applied experience of preparing and monitoring risk assessments, SOPs, EAPs, Induction Guidelines in an activity environment.	Essential	Supporting Statement / Interview
6. Ability to communicate confidently and effectively orally and in writing with University academic and support staff, and external clients from wide range of partner organisations, stakeholders and community client groups on a daily basis.	Essential	Interview
7. Excellent interpersonal skills, including tact, diplomacy, and sensitivity.	Essential	Interview
8. Proven ability to work effectively as part of a seven- day rota team, with willingness to assist fellow members in times of pressure and periodically undertaking other duties as required. Ability to take initiative and make decisions quickly while under pressure.	Essential	Supporting Statement / Interview
9. Hold a first aid qualification and / or demonstrate the ability to respond to all accidents, incidents and near misses which may include evacuation of outdoor activity and / or sport facilities in response to an alarm.	Essential	Application Form / Interview
10. Possess a high level of computer literacy, with the ability to use a variety of, predominantly Microsoft, software to a very high standard, as well as being	Essential	Supporting Statement / Interview

conversant with and proficient in the utilisation of appropriate software for social media and marketing purposes.		
11. Willingness to undertake an enhanced DBS and safeguarding certificate.	Essential	Supporting Statement / Interview
12. Hold a full clean driving license.	Desirable	Application Form / Interview
13. Hold higher level outdoor activity, tutoring, assessor or teaching qualifications.	Desirable	Application Form / Interview
14. Hold a health and safety qualification i.e. IOSH working safely.	Desirable	Application Form / Interview

- Application Form – assessed against the application form and where appropriate, curriculum vitae. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
- Supporting Statements - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation, or teaching session etc.