

PERSON SPECIFICATION
Severn Stars Netball General Manager

Criteria	Essential/ Desirable	Application Form / Supporting Statement / Interview
1. Possess an undergraduate degree in a sport or business related discipline, or 5 years equivalent industry based experience.	Essential	Application Form / Supporting Statement / Interview
2. Demonstrable management experience working in a pressured performance sport environment: (i) exhibiting strong planning, logistical and decision making skills; (ii) excellent time management to hit multiple deadlines; (iii) an entrepreneurial approach to attracting & retaining sponsors; (iv) ability to manage game day experience for VNSL and Pathway squads (v) ability to create extensive student engagement opportunities throughout the business.	Essential	Supporting Statement / Interview
3. Demonstrable experience of: (i) budget preparation & delivery within target; (ii) securing financial sponsorship targets; developing a merchandise sales operation.	Essential	Supporting Statement / Interview
4. Demonstrable experience of managing and exploiting full range of on trend social media platforms to grow a sport business client base and support sponsors, with experience of producing associated marketing and promotional materials.	Essential	Supporting Statement / Interview
5. Experience of logistical and operational management in regards to travel, booking accommodation and fixture arrangements.	Essential	Supporting Statement / Interview
6. Demonstrable excellence in administration and IT skills based in Microsoft Office, with an ability to effectively prioritise and complete tasks.	Essential	Application Form / Supporting Statement / Interview
7. Proven ability to establish and maintain a health and safety culture in daily work practices, prepare risk assessments, and ensure staff teams	Essential	Application Form / Supporting Statement / Interview

adhere to standard operational procedures in university facilities at all times		
8. Proven ability to communicate confidently and clearly, orally and in writing, with a wide range of people. Show experience of compiling reports and presenting to business partners and stakeholders exhibiting professional competence	Essential	Supporting Statement / Interview
9. Demonstrable ability to manage staff and volunteers while working within a multi-disciplinary staff team, some members of whom you may not directly line manage, using initiative, tact and diplomacy at all times.	Essential	Supporting Statement / Interview
10. Exhibit preparedness to maintain personal and professional development to meet the changing demands of job. Willingness to participate in appropriate training activities and encourage and support staff in their development and training	Essential	Application Form / Supporting Statement

- 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.