

Person Specification

Job Title:	Chief Operating Officer	
FACTORS	ESSENTIAL	DESIRABLE
Qualifications and attainments	Qualified to degree level in relevant subject or equivalent management/leadership experience.	Qualification to degree level or above in any of the following or similar: - Business Management, Sports Development, People Development, PR
Knowledge and experience	Evidenced experience of strategic planning, project management and/or business development in an environment with multiple stakeholders	Evidence of high competency in negotiation, collective bargaining and influencing.
	Developing and implementing business plans including performance management	Knowledge and ability within social media content creation and management.
	Demonstrable experience in building and leading diverse teams and uniting teams around shared aims, culture and values.	Experience in areas of HR – including employee welfare and policy implementation.
	Developing revenue streams including sourcing and successfully applying for grants/funding for projects	Demonstrate the ability to interact with stakeholders and service providers.
	Strong knowledge of sporting pathways	Experience of working in the sporting sector
	Experience of staff and employee management	
	Knowledge of the code of good governance and their implications for sporting organisations	
	Experience of influencing and negotiating with third party organisations	
	Experience and knowledge of financial management.	Experience and knowledge of profit and loss, budgeting and cashflow.
Skills	Strong management and planning skills	Strong customer service skills and ability to deal with complaints
	ICT literate including full competency in Microsoft Office and management software as applicable.	Demonstrable skill as a mentor
	Excellent attention to detail within the production of concise reports, including the use of statistical or financial information.	
	Exceptional presentation, oral, written and communication skills	
	Ability to critically think and problem-solve while under pressure	
Disposition and personal qualities	Ability to work as an integral part of a team.	Proactive commitment to their own learning and personal development.
	The ability to travel as required to effectively perform the role.	
	Willingness to commit to working outside normal working hours where necessary	
	High personal performance standards and attention to detail	