

SPORT NORTHERN IRELAND
PERSONNEL SPECIFICATION

Job Title: Tollymore National Outdoor Centre, Office Supervisor

Grade: Executive Officer I (EOI)

1.0 Qualifications

Essential Criteria

- 1.1 *5 GCSE passes grades A – C, which includes English Language and Maths or equivalent qualification¹.
- 1.2 *2 A-Level passes grades A – E, or equivalent qualification¹.

2.0 Relevant Experience

Essential Criteria

- 2.1 *2 years' full time (or equivalent part time¹) employment experience in an environment with responsibility for financial and administration systems including file management.
- 2.2 *Demonstrable experience in working to policies and procedures.
- 2.3 *Demonstrable experience in drafting and dealing with correspondence and enquiries from the general public and/or partner organisations.
- 2.4 *Demonstrable experience of operating and maintaining a Management Information System.
- 2.5 *Demonstrable experience using the following elements of Microsoft Office: Excel, Word and Access in a business context.

Desirable Criteria

- 2.6 **Minimum of 1 years' demonstrable full time (or equivalent part time¹) experience preparing financial and statistical reports.
- 2.7 ** Experience/Knowledge of Outdoor Adventure Activities.

3.0 Skills, Abilities & Understanding

Essential Criteria

- 3.1 Ability to undertake work/ tasks involving a high degree of attention to detail and confidentiality.

¹ It is the responsibility of the applicant to demonstrate how they satisfy the 'equivalence criteria'

- 3.2 Highly financial numerate and literate.
- 3.3 Excellent communication skills, both verbal and written and the ability to draft correspondence.
- 3.4 Ability to cope with a demanding workload and to prioritise work to meet strict deadlines.
- 3.5 Ability to create, develop and maintain effective working relationships within the unit and organisation as well as with external customers.
- 3.6 Ability to deal with situations requiring a firm, courteous and considered approach.
- 3.7 Dependable with the ability to work alone or as part of a team.
- 3.8 An understanding of and commitment to equal opportunities.

Desirable Criteria

- 3.9 Understanding of issues and standards of accountability within the public sector.

4.0 Circumstances

Essential Criteria

- 4.1 *Access to a form of transport, which is insured for use, when travelling on SNI business.
- 4.2 *Ability to work additional hours from time to time some of which may be at the weekend or at short notice.

Please Note:

**Only those applicants who clearly demonstrate relevant achievement, experience, knowledge and understanding of essential criteria 1.1, 1.2, 2.1, 2.2, 2.3, 2.4, 4.1 and 4.2 will go forward to the next stage in the recruitment and selection process.

*Desirable criteria 2.5, 2.6, 2.7, 2.8 may be used for short listing if required.

All other essential and desirable criteria will be assessed by selection test and/or interview.