

PERSON SPECIFICATION Aquatics Coordinator

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
A relevant aquatics qualification	Essential	Supporting statements / Interview
Experience working in a pool facility in a leadership role, with experience of leading, motivating, developing a team	Essential	Supporting statements / Interview
Experience of successful business development and experience of monitoring and maintaining high standards in facility presentation, customer service and customer care	Essential	Supporting Statements/ Interview
Excellent communication skills with the ability to build rapport and develop effective relationships with customers and colleagues	Essential	Supporting Statements/ Interview
Experience of working within a team and the ability to work on own initiative to make independent decisions and to find solutions to problems	Essential	Supporting Statements/ Interview
Excellent planning and organisational skills, with the ability to manage conflicting priorities and work under pressure whilst maintaining accuracy and attention to detail	Essential	Interview
Knowledge of relevant trends within the aquatics industry	Essential	Interview
Experience of managing health and safety systems	Essential	Interview
Excellent numeracy skills with demonstrable experience of successfully managing budgets	Desirable	Supporting statements
Further relevant industry qualifications	Desirable	Supporting statements

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg 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, presentation etc.