

# South Downs Leisure

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## PERSON SPECIFICATION

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### Information for applicants:

The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience and abilities to those listed below.

In line with the 2 ticks Government scheme, applicants with a declared disability will be guaranteed an interview where they score at least 2 (out of a 0-3 scale) on each of the criteria weighted with High Importance i.e. score of 2 multiplied by 3 = 6.

Key:

A – Application form    C – Certificates    I – Interview    PA – Practical Assessment

\* weighting scale:    3: High Importance    2: Medium Importance    3: Low Importance

Criteria	Weighting	How Assessed (see key above)
<b>Education / Qualifications</b>		
1. GCSE Maths and English grade C or above (or equivalent qualification)	2	C
2. Level 3 Exercise Referral Qualification and a minimum of Level 2 Qualification (either Gym Instructor Qualification (REPS accredited) or ETM).	1	C
<b>Professional Registration</b>		
1. REPS Accredited or ETM	1/2	A + I
<b>Knowledge</b>		
1. Working knowledge of Leisure Facilities workings	2	A + I
2. Good IT skills (Excel, Word - essential) and the ability to follow processes and procedures.	1	A + I



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<b>Communication</b> <ol style="list-style-type: none"> <li>1. Able to provide excellent customer care consistently over the telephone and /or in person</li> <li>2. Effective communication skills to deal with colleagues and public.</li> <li>3. Excellent verbal and written communication skills.</li> <li>4. Ability to ensure confidentiality, data security, and information governance compliance</li> </ol>	<p>1</p> <p>1</p> <p>1</p> <p>1</p>	<p>A + I</p> <p>A + I</p> <p>A + I</p> <p>A + I</p>
<b>Experience</b> <ol style="list-style-type: none"> <li>1. Experience of a comparable leisure based organization.</li> <li>2. Experience of delivering one to one appointments and writing gym based exercise programmes for people with medical conditions, understanding their needs and demonstrating empathy.</li> <li>3. Ability to provide motivation and support making clients visit enjoyable and keep them coming back.</li> </ol>	<p>2</p> <p>1</p> <p>1</p>	<p>A + I</p> <p>A + I</p> <p>A + I</p>
<b>Physical</b>		
<b>Skills and Abilities</b> <ol style="list-style-type: none"> <li>1. Ability to work independently and manage own work load; ability to work effectively and supportively as a team member.</li> </ol>	<p>1</p>	<p>A + I</p>
<b>Other</b> <ol style="list-style-type: none"> <li>2. flexibility to cover colleagues at short notice</li> <li>3. Must be willing to take on additional training as required.</li> <li>4. Able to work across sites as needed by the role.</li> </ol>	<p>2</p> <p>2</p> <p>1</p>	<p>A + I</p> <p>A + I</p> <p>A + I</p>



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