

### Sports Administrator

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>VALUES</b>	<ul style="list-style-type: none"> <li>• Commitment to student led work</li> <li>• Supportive and helpful to all</li> <li>• Commitment to environmentally sustainable working</li> <li>• Champion of inclusivity and diversity</li> </ul>	
<b>QUALIFICATIONS &amp; TRAINING</b>	<ul style="list-style-type: none"> <li>• Educated to HND level or equivalent work experience</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in relevant subject</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience working in the Higher Education sector is desirable</li> <li>• Understanding of financial processes is desirable.</li> <li>• Experience in Administration</li> <li>• Experience in a similar role, providing administrative support to varied groups</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Sports</li> <li>• Knowledge of SSS and BUCS</li> </ul>
<b>SKILLS, KNOWLEDGE &amp; APTITUDE</b>	<ul style="list-style-type: none"> <li>• Excellent IT skills including Excel and Word</li> <li>• Excellent communications skills</li> <li>• Flexible approach to work</li> <li>• Ability to deal sensitively with students/members of staff as required</li> <li>• Ability to work to and meet short deadlines on a regular basis</li> <li>• Ability to work on own initiative and as part of a team</li> </ul>	