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| **Attribute** | **Essential** | **Desirable** |
| **Educational and Professional Qualifications** | Maths and English GSCE at Grade C or above. | A vocational or academic qualification in Administration |
| **Previous Experience** | 2 years experience in an organisational or administration role. Experience in recording, and handling information. | 2 years experience in an organisational or administration role, within a sports setting.2 years experience working with High Performance Athletes |
| **Knowledge** | An awareness of current good practice in relation to Child Protection.Knowledge of Health and Safety guidelines and procedures. An Understanding and commitment to the Equity within Sport. | Experience of working in partnership with relevant sporting bodies.Demonstrates knowledge of IABA’s corporate policies and procedures that are publicly accessible. |
| **Skills** | Excellent IT Skills including utilising software for report writing, databases and spreadsheets.Excellent interpersonal and communication skills.Ability to manage a variety of tasks simultaneously, and work independently.Ability to work unsupervised and as part of a team. |  |
| **Other Factors** | Access to a form of transport that meets the needs of the post in full. | Be able to demonstrate continuous personal development. |