

Personnel Specification: Essential Criteria

Qualifications	Assessment method
Minimum qualifications in relevant subjects, equivalent to: <ul style="list-style-type: none"> ● AS and A levels ● Access to Higher Education diploma ● Advanced apprenticeship ● International Baccalaureate ● NVQs ● BTEC diplomas, certificates and awards ● BTEC Nationals ● OCR Nationals 	Application
Experience	
Demonstrable administration experience.	Application and interview
Experience in organising/ supporting meetings/ events.	Application and interview
Some experience of engaging and influencing others.	Interview
2 years full time (or part time equivalent) experience as a participant, coach or administrator in a sporting organisation and/or demonstrable experience of providing administrative support in a not-for-profit, charity or private sector organisation.	Application and interview
Conversant with web applications.	Application and interview
Skills	
Excellent communication, written and interpersonal skills.	Interview
Ability to research, analyse and compile information.	Interview
Strong planning, organisation and time management skills.	Application and Interview
Ability to be flexible, focused, driven and work on own initiative within a small, dedicated team.	Interview
IT literacy, proficiency with Microsoft Office, including Outlook, Word, Excel, and PowerPoint.	Application
Disposition and Personal Qualities	
Creative, focused and good attention to detail.	Interview
Self-motivated and able to work on own initiative and problem solve effectively.	Application and interview
Strong interpersonal skills and communication style.	Interview
Values based and results oriented.	Interview
Collaborative and good team worker.	Interview
Ability to multi-task, work to meet deadlines and adapt quickly to changing priorities.	Application and Interview
Other	
Access to a form of transport that will permit the applicant to meet the requirements of the post in full.	Application
Flexible and available to work varied hours as required, including evenings and weekends.	Application and interview

Shortlisting requirements

To be shortlisted, candidates are required to meet the essential criteria listed above. Please note that in the event of a large candidate pool, we use the desirable criteria as part of the process.

Personnel Specification: Desirable Criteria

Qualifications	Assessment method
Qualifications is relevant subjects, equivalent to: <ul style="list-style-type: none"> ● NVQs ● BTEC Professional diplomas, certificates and awards ● HNCs ● Certificates of Higher Education (CertHE) ● Higher apprenticeship 	Application
Experience of drafting/working with policies relating to compliance, governance or HR	Interview
Knowledge of the role of governing bodies of sport	Interview
Experience	
Demonstrable experience of engaging with the media	Application and interview
Demonstrable experience in projects focused on member support services, including event support, capacity development or governance.	Interview
Skills	
Experience of Eventbrite/other ticketing systems	Application
Ability to manage web content	Application and Interview
Disposition and Personal Qualities	
Demonstrable ability to network	Interview
Keen and broad interest in sport	Application

How to apply

To apply for this role, please send your CV and a application letter to the Executive Manager via email titled: *Member Services Officer Application* to richard.honeyford@nisf.net no later than **Monday 18th July at 12 noon**. You should also supply two referees and confirm you are happy for us to contact them.

Notes to applicants:

- Please carefully consider the essential and desirable criteria listed and ensure this is reflected in your application. The assessment method clearly states the information required at application stage. Ensure this is provided in your CV and/or application Letter.
- Please provide us with two referees listed within your CV including your most recent employer if any. References will not be sought without your prior permission.
- Please outline any notice period, if any.
- The NISF Equality Monitoring Form should be submitted with your application.

All offers of employment are subject to receipt of satisfactory references and Access NI checks.

Timeline

Application submitted by email to richard.honeyford@nisf.net no later than 18th July at 12 noon.

We cannot accept applications received after the closing deadline.

Interviews are planned for early August. Please make us aware of any potential issues regarding your availability in the coming weeks to meet with us. Whilst every effort will be made to accommodate you, given the difficulties in

arranging panels, flexibility may not be possible. Please also make us aware of any special adaptation which may be required for the interview process.

Questions

If you have any queries regarding the recruitment process, please contact the Executive Manager, richard.honeyford@nif.net