

Person Specification

	Essential	Desirable	Assessment method
Qualifications	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 	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) ● Degree 	Application
Experience	Experience of working as part of a team.	Experience of working in a sporting environment in a full-time or voluntary capacity.	Application
	Experience in organising/ supporting meetings/ events.	Experience of developing relationships with stakeholders and partners.	Application and interview
	Demonstrable experience of using communication platforms including social media.	Demonstrable experience developing web and social media content.	Application and interview
	Demonstrable administration experience.	Experience of delivering services in a membership/sporting environment.	Application
Skills	Excellent communication, written and interpersonal skills.		Interview
	Good planning, organisation and time management skills.	Ability to plan and deliver events and workshops.	Application and Interview
	IT literacy, proficiency with Microsoft 365, including Outlook, Word, Excel, and PowerPoint.	Ability to manage web content, social media and/ or ezine management.	Application and interview
	Creative, focused and good attention to detail.		Application
	Self-motivated and able to work on own initiative and problem solve effectively.	Committed to personal development.	Interview
	Member /customer focussed.		Application and interview
	Values based and results oriented.		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.

How to apply

To apply for this role, please send your CV and a cover letter to the Executive Manager via email titled *Member Services Officer Application* to richard.honeyford@nisf.net no later than **Friday 8th March at 12 noon**. Applicants 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 cover letter. The assessment method clearly states the information required at application stage: **Ensure this is provided in your CV and Cover Letter.**
- CVs should be no longer than three pages.
- 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.
- E mail must have *Member Services Officer Application* in the subject line.

Timeline

Application submitted by email to richard.honeyford@nisf.net no later than **8th March at 12 noon**.

We cannot accept applications received after the closing deadline.

If you have any queries regarding the recruitment process, please contact Richard Honeyford, Richard.honeyford@nisf.net