

Yeovil Town Council



JOB SPECIFICATION

Director of Leisure and Environment

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Educational/Vocational qualification at degree level in a relevant subject. • Health and Safety Management Qualification (e.g. IOSH Working or Managing Safely). 	<ul style="list-style-type: none"> • Evidence of continuous professional development. • A relevant project management qualification.
EXPERIENCE & KNOWLEDGE	<ul style="list-style-type: none"> • Experience of managing other employees. • Understanding of the governing bodies and accreditation systems required to manage safe, high-quality facilities for sport. • Experience in income generating services. • Understanding and ability to build relationships with key stakeholders and partners to manage successful greenspaces. • Experience in managing Health and Safety across diverse services. • Risk Management.. • Proven record of community engagement and volunteering. • Proven record of strategic planning, developing and monitoring service and delivery plans, risk management and performance. • Demonstrable experience in business planning including business continuity. • Experience in grant and fundraising including grant bid writing. • Proven experience and evidence of leading change programmes. 	<ul style="list-style-type: none"> • Understanding of a local council's legal framework and operating environment. • Proven knowledge of relevant current and emerging issues. • Knowledge of procurement and contract management. • Knowledge of GDPR. • Appreciation of climate change and carbon literate. • Fleet management.

	<ul style="list-style-type: none"> • Proficient user of Microsoft Office Suite. • Excellent time management skills. 	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Works within recognised policies, procedures, working practices, processes and systems. • Ability to communicate effectively including: <ul style="list-style-type: none"> • Written correspondence and briefing notes; • Oral communication skills; • Good relationships with clients / customers. • Ability to maintain good relationships with a range of stakeholders. • Ability to work on own initiative and to prioritise workloads, working effectively to deadlines. • High level of personal integrity. • Proactive and assertive, adaptable and able to respond to changing demands/circumstances • Ability to problem solve. • Evidence of undertaking a leadership role. 	<ul style="list-style-type: none"> • Ability to positively develop partnership working. • Ability to operate within a political environment but act impartially.
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • A genuine interest in achieving professional excellence in all aspects of work. • Committed to equal opportunities. 	

April 2024