

## sport administrator

Managers

Production and specialised services managers

Professional services managers

Professional services managers not elsewhere classified

sport administrator

Description

### Code

1349.22

### Description

Sport administrators act in a middle management role within sport organisations at all levels, in any sport or country in Europe (e.g. sport clubs, federations, and local authorities). They carry out organisational tasks across a wide range of functions in accordance with the strategy and policies set by management, boards of directors and committees. They play a crucial role in the overall delivery of sport and their work in sport organisations directly impact the unlocking of the potential of the sector in Europe towards health, social inclusion and economy.

### Alternative Labels

administrator of olympic spot recruiting  
administrator of sports club  
cricket club administrator  
programme administrator  
sport administration officer  
sport administrator  
sports administration officer  
sports club administrator

### Regulatory Aspect

To see if and how this occupation is regulated in EU Member States, EEA countries or Switzerland please consult the Regulated Professions Database of the Commission. Regulated Professions Database:

[http://ec.europa.eu/growth/single-market/services/free-movement-professionals/qualifications-recognition\\_en](http://ec.europa.eu/growth/single-market/services/free-movement-professionals/qualifications-recognition_en)

Skills & Competences

### Essential Skills and Competences

coordinate the administration of a sports organisation	develop opportunities for
progression in sport	develop practices to conduct effective sport club
management	ensure health and safety of customers
	ensure health and safety of

staff	ensure the provision of resources for physical activity	implement	
operational business plans	implement strategic planning	involve	
volunteers	lead a team	liaise with sports organisations	manage a
team	manage customer service	manage internal process of a sport	
organisation	manage personal professional development in sport	manage sport	
facility finances	perform project management	promote equality in sport	
activities	respond to enquiries		

## Essential Knowledge

impact of politics on sport delivery

## Optional Skills and Competences

apply for external funding for physical activity			contribute to the safeguarding of		
children	establish collaborative relations			facilitate physical activity in the	
community		liaise with board members		manage athletes touring	
abroad	manage sport competition programmes			manage sports	
events	promote sport activities in public health			support sport activities in	
education					

## Optional Knowledge

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**Concept URI**

**Concept Uri**

<http://data.europa.eu/esco/occupation/20e39113-05f5-4184-94e2-f5e8e8c8d2ea>

# sport facility manager

## Managers

Hospitality, retail and other services managers

Other services managers

Sports, recreation and cultural centre managers

sport facility manager

## Description

### Code

1431.3

## Description

Sport facility managers lead and manage a sport facility or venue, including its operations, programming, sales, promotion, health and safety, development, and staffing. They ensure it provides excellent customer service whilst achieving business, financial and operational targets.

## Alternative Labels

director

fitness club manager

sport facility manager

sport hall manager

sport venue manager

stadium manager

swimming pool manager

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## Skills & Competences

### Essential Skills and Competences

coordinate events	ensure health and safety of customers		ensure health and	
safety of staff	handle customer complaints	handle incidents	implement	
operational business plans		implement strategic planning	involve	

volunteers	lead a team	manage a team	manage customer service	manage
personal professional development in sport			manage physical resources	manage
sport facility finances	organise facility activities		perform project	
management	promote equality in sport activities		provide first aid	recruit
employees	supervise maintenance of sport facilities			

## Optional Skills and Competences

apply conflict management		contribute to the safeguarding of		
children	cooperate with colleagues	coordinate marketing plan		
actions	facilitate physical activity in the community		promote sport activities in	
public health	sell products	sell services	support sport activities in education	

**Concept URI**

**Concept Uri**

<http://data.europa.eu/esco/occupation/825ab049-2f0c-4acf-b402-9c6bb51acca2>

# recreation policy officer

Professionals

Business and administration professionals

Administration professionals

Policy administration professionals

policy officer

recreation policy officer

Description

## Code

2422.12.13

## Description

Recreation policy officers research, analyse and develop policies in the sports and recreation sector and implement these policies in order to improve the sport and recreation system and improve the health of the population. They strive to increase the participation in sports, support athletes, enhance the performance of athletes in national and international competitions, improve social inclusion and community development. They work closely with partners, external organisations or other stakeholders and provide them with regular updates.

## Alternative Labels

recreation policy advisor

recreation policy officer

recreation policy specialist

sport and recreation policy officer

sports and recreation policy advisor

sports and recreation policy analyst

sports and recreation policy officer

sports and recreation policy researcher

sports and recreation policy specialist

sports policy advisor

sports policy officer

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## Skills & Competences

### Essential Skills and Competences

advise on legislative acts	analyse community needs	create solutions to
problems	develop recreation programmes	develop sports
programmes	maintain relationships with government agencies	manage

government policy implementation	promote recreation activities	promote sport
activities in public health		

## Optional Skills and Competences

advise on government policy compliance		apply latest sport science	
findings	develop professional network	liaise with politicians	liaise with
sports organisations	perform project management		

## Optional Knowledge

European Structural and Investment Funds regulations			government policy	
implementation	government representation		policy analysis	project
management	scientific research methodology			

**Concept URI**

**Concept Uri**

<http://data.europa.eu/esco/occupation/fdf7b000-d923-4086-9660-eb8ee5e77ef0>

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# sports programme coordinator

Professionals

Business and administration professionals

Administration professionals

Policy administration professionals

sports programme coordinator

Description

## Code

2422.17

## Description

Sports programme coordinators coordinate sports and recreation activities and policy implementation. They develop new programs and aim to promote and implement them, as well as ensure the maintenance of sports and recreation facilities.

## Alternative Labels

community development officer

recreation officer

recreation programme coordinator

sports development coordinator

sports development officer

sports program coordinator

## Regulatory Aspect

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## Skills & Competences

### Essential Skills and Competences

analyse goal progress	develop recreation programmes	develop sports	
programmes	establish collaborative relations	liaise with local	
authorities	liaise with sports organisations	perform project management	plan
allocation of space	promote recreation activities	promote sports in	
schools	promote sports organisation		

## Essential Knowledge

government policy implementation	health, safety and hygiene
legislation	project management principles

## Optional Skills and Competences

analyse community needs	apply strategic thinking	build community	
relations	communicate with media	coordinate events	develop professional
network	ensure equipment availability	fix meetings	keep task
records	maintain relations with local representatives		manage
budgets	manage staff	perform market research	propose leisure
activities	schedule recreation facilities	set organisational policies	supervise
site maintenance			

## Optional Knowledge

budgetary principles
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**Concept URI**

**Concept Uri**

<http://data.europa.eu/esco/occupation/7b629a14-09d0-417e-8181-7683923b4e5e>