

GIBRALTAR SPORTS AND LEISURE AUTHORITY

JOB DESCRIPTION

Job title: Sports Leader in Charge

Responsible to: Sports Development & Training Officer

Hours of Work: 30 hours per week

Job Specification:

The main functions of the post are:

- To help in the organisation and leadership of the GSLA Summer Sport & Leisure Programme.
- To act as programme Leader and liaise with Sports Development Unit in relation to progress.
- To support Sports Leaders and Volunteers in the production of session plans and in the delivery of safe and enjoyable sports sessions for children over the summer period.
- To administer First Aid as and when required.
- To undertake and support induction and staff training for the Summer Sport and Leisure programme.
- To assist in the marketing of the Summer Sport & Leisure programme.
- To assist with the monitoring and evaluation of the programme.
- To undertake any other appropriate duties which the Sports Development Officer or his/her representative may require.

Person Specification:

Criteria	Essential	Desirable
Qualification	Must possess Accredited Coaching Awards and/or Community Sports Leadership Awards. Willingness to undertake First Aid training.	Holder of an accredited First Aid certificate
Experience	Must have experience of mentoring Sports Leaders, Coaches and Volunteers together with practical experience leading young people in sport coaching sessions in a sporting environment.	Knowledge of Special Olympics Sport and working with children with developmental delay.

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<p>Knowledge</p>	<p>Must have knowledge of the rules of popular sports. Must have knowledge of organising different sporting competitions.</p>	
<p>Key Skills and Behaviours</p>	<p>Should possess leadership skills. Must be organised.</p> <p>Have good communication skills, both verbal and written.</p> <p>Able to work as part of a team and on own initiative.</p> <p>Must be self-motivated and able to motivate others.</p> <p>Willingness to take on responsibility.</p>	
<p>Attendance</p>	<p>Participation on and support on the induction training programme is mandatory (29th June to 6th July) Leave of Absence will only be granted to attend Graduation or to represent Gibraltar in Official International Competition. Entitled to 1 day Annual Leave after completing 4 working weeks. Applicants must be available for training and work 27th June to 21st August 2018</p>	
<p>Other requirements</p>	<p>Must adhere to the Gibraltar Government's Health and Safety at Work Policy.</p>	