

# GIBRALTAR SPORTS AND LEISURE AUTHORITY

## JOB DESCRIPTION

**Job title:** Stay & Play - 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 Stay and Play Programme.
- To act as programme Leader and liaise with Sports Development Unit in relation to programme progress.
- To assist the Sports Development & Training Unit in the organisation, administration and delivery of the Stay and Play Programme.
- To undertake and support induction and staff training for the Stay and Play Programme.
- To direct and support the implementation of daily activity programmes and to ensure that all toilet and refreshment breaks are built into all aspects of the programme.
- To support and advise Leaders on the implementation of the activity programme.
- To advise and assist in the purchase of specialist equipment and refreshments to support the programme on a weekly basis.
- To administer First Aid as and when required.
- To ensure that all Emergency Operating Procedures are adhered to.
- To co-ordinate weekly support sessions for Leaders.
- 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

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>
Qualification	Willingness to undertake First Aid training.	Holder of an accredited First Aid certificate
Experience	Must have a written reference proving experience of social work or proven track record of leading and supporting children and young people with disabilities in a recreational, educational or leisure environment.	Knowledge of organising Special Olympics Sports

	Must have mentoring or management experience.	
Key Skills and Behaviours	<p>Should possess leadership skills.</p> <p>Have good communication skills, both verbal and written.</p> <p>Must be adaptable and be 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>	
Attendance	<p>Participation on the induction training programme is mandatory (29<sup>th</sup> June, 4<sup>th</sup> to 6<sup>th</sup> July and 9<sup>th</sup> to 11<sup>th</sup> July)</p> <p>Leave of Absence will only be granted to attend Graduation or to represent Gibraltar in Official International Competition.</p> <p>Entitled to 1 day Annual Leave after completing 4 working weeks.</p> <p>Applicants must be available for training and work 27<sup>th</sup> June to 24<sup>th</sup> August, excluding 2<sup>nd</sup> &amp; 3<sup>rd</sup> July 2018.</p>	
Other requirements	Must adhere to the Gibraltar Government's Health and Safety at Work Policy.	