

## **GIBRALTAR SPORTS AND LEISURE AUTHORITY**

### **JOB DESCRIPTION**

**Job title:** Stay & Play - Leader  
**Responsible to:** Stay & Play Leader in Charge.  
**Hours of Work:** 25 hours per week.

### **Job Specification:**

#### **The main functions of the post are:**

- To lead different elements of the Stay & Play programme for children and young people with disabilities.
- To undertake the induction for the Summer Sport and Leisure programme.
- To programme, organise and lead positive sport, recreation and Leisure opportunities within the guidelines of the Stay and Play programme.
- To ensure safe and agreed practises are adhered at all times.
- To administer First Aid as and when required.
- To take part in supervision and evaluation sessions.
- 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.	Qualifications relating to teaching or working with people with special needs. Holder of an accredited First Aid certificate
Knowledge	Knowledge of sport, leisure and arts activities and how they can be adapted for children with special needs	Knowledge of arts & crafts and cultural activities.
Experience	Must have a written reference proving experience of leading and supporting children and young people with disabilities in a recreational, educational and or leisure environment.	

Job Description – Stay and Play Leader

<p>Key Skills and Behaviours</p>	<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>	
<p>Attendance</p>	<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 may be required to work between 29<sup>th</sup> June to 24<sup>th</sup> August 2018 excluding 2<sup>nd</sup> &amp; 3<sup>rd</sup> July 2018</p>	
<p>Other requirements</p>	<p>Must adhere to the Gibraltar Government's Health and Safety at Work Policy.</p>	