

**GIBRALTAR SPORTS AND LEISURE AUTHORITY**

**JOB DESCRIPTION**

**Job title:** Stay & Play - Leader

**Responsible to:** Sports Development and Training Unit through the 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 organise and lead positive sport, recreation, educational 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**

| <b><u>Criteria</u></b> | <b><u>Essential</u></b>  | <b><u>Desirable</u></b>   |
|------------------------|--|---|
| Qualification          | Willingness to undertake First Aid training.   | Qualifications relating to teaching or working with people with special needs.<br>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 sport, recreational, educational and or leisure environment. |   |

Job Description – Stay and Play Leader

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|----------------------------------|---|--|
| <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 (Friday 28<sup>th</sup> June &amp; Monday 1<sup>st</sup> to Friday 5<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>Successful candidates must be available to work from Monday 8<sup>th</sup> July to Tuesday 27<sup>th</sup> August 2019.</p> |  |
| <p>Other requirements</p>        | <p>Must adhere to the Gibraltar Government's Health and Safety at Work Policy.</p>  |  |