

## **GIBRALTAR SPORTS AND LEISURE AUTHORITY**

### **JOB DESCRIPTION**

**Job title:** Sports Leader in Charge

**Responsible to:** Sports Development & Training Unit

**Hours of Work:** 30 hours per week (30<sup>th</sup> June to 25<sup>th</sup> August 2023)

### **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:**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Qualification	Must possess an Accredited Sports Specific Coaching Award (minimum Level 1) and/or Community Sports Leadership Level 2 Award or currently undergoing/completed a sports related degree.  Willingness to undertake First Aid training.	Holder of an accredited First Aid certificate
Experience	One-year experience of working as part of the GSLA Summer Sports & Leisure Programme.  Must have experience of mentoring Sports Leaders, Coaches and Volunteers together with practical	Knowledge of Special Olympics Sport and working with children with developmental delay.

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	experience of coaching young people in sport.	
Knowledge	Must have knowledge of the rules of popular sports. Must have knowledge of organising different sporting competitions.	
Key Skills and Behaviours	Should possess leadership skills. Must be organised.  Have good communication skills, both verbal and written.  Able to work as part of a team and on own initiative.  Must be self-motivated and able to motivate others.  Willingness to take on responsibility.	
Attendance	Participation on and support with induction training is mandatory (Tuesday 4 <sup>th</sup> July to Tuesday 11 <sup>th</sup> July)  Leave of Absence will only be granted to attend Graduation or to represent Gibraltar in Official International Competition.  Applicants must be available 30 <sup>th</sup> June to 25 <sup>th</sup> August 2023.	
Other requirements	Must adhere to the Gibraltar Government's Health and Safety at Work Policy.	