

**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. (30<sup>th</sup> June to 24<sup>th</sup> August 2023)

**Job Specification:**

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

- To undertake the induction for the Summer Sport and Leisure programme.
- To be involved in the planning and organisation of a programme of positive sport, recreation, educational and Leisure opportunities within the guidelines of the Stay and Play programme.
- To familiarise themselves with the children taking part on the Stay and Play Programme.
- To help with the set-up of the Stay and Play daily programme.
- To lead and motivate children taking part on the Stay and Play Programme to join in the different sport and leisure activities organised.
- To ensure safe and agreed practises are adhered to at all times.
- To administer First Aid, if qualified, as and when required.
- To evaluate the daily progress of the child within the programme.
- 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>
<b>Qualification</b>	Willingness to undertake First Aid training.	Qualifications relating to teaching or working with people with special needs. Holder of an accredited First Aid certificate
<b>Knowledge</b>	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 suitable for children with special needs.
<b>Experience</b>	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

<p><b>Key Skills and Behaviours</b></p>	<p>Should possess leadership skills.</p> <p>Have good communication skills.</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>Open to learning.</p> <p>Willingness to take on responsibility.</p>	
<p><b>Attendance</b></p>	<p>Participation on the induction training programme is mandatory (Friday 30<sup>th</sup> June to Monday 10<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 Friday 30<sup>th</sup> June to Thursday 24<sup>th</sup> August 2023.</p>	
<p><b>Other requirements</b></p>	<p>Must adhere to the Gibraltar Government’s Health and Safety at Work Policy.</p>	