

## Gibraltar Sports & Leisure Authority

Job Title: Job Description – Stay and Play Leader in Charge

Responsible to: Sports Development & Training Unit.

Hours of work: 30 hours per week. (28<sup>th</sup> June to 25<sup>th</sup> August 2023)

### Job Specification

#### The main function of the post are:

- To help in the planning and co-ordination of the GSLA Stay and Play Programme.
- To act as programme leader, support and advise Stay and Play Leaders in their roles working with the children on the programme.
- To liaise with Gibraltar Sports Development & Training Unit in relation to the programme progress.
- To liaise with Sports Train Leader in charge to ensure integration is an integral part of the programme.
- To liaise with SDU in the organisation of offsite and or specialist leisure providers to support the programme.
- To assist in the delivery of induction training to ensure leaders have information on the children and young people taking part and the structure of the programme.
- To coordinate staff rotas, groupings and monitor attendance of programme users, staff and volunteers.
- To liaise with SDU in identifying CPD required to ensure the needs of those taking part are being met in line with the aims and objectives of the programme.
- To buy materials and equipment required to meet the needs of the programme.
- To ensure NOP's and EOP's are understood by all staff and volunteers involved in the programme.
- To set up monitoring and evaluation systems to ensure the development of the programme.
- To undertake any other appropriate duties which are required to support the safe and effective delivery of the Stay and Play Programme.

### Person Specification

Criteria	Essential	Desirable
Qualification	Willingness to undertake training that enhances the successful candidates to be able to undertake the functions of the post.	Holder of an accredited First Aid certificate.  Holder of qualifications relating to coaching or working with young people with special needs.

<p><b>Experience</b></p>	<p>Minimum 1-year experience of working on the Stay and Play Programme as a Stay and Play Leader or Deputy Leader in Charge.</p> <p>Must have a written reference proving experience of social work or proven record of accomplishment of leading and supporting children and young people with disabilities in a sport recreational, educational or leisure environment.</p> <p>Must have mentoring or management experience.</p> <p>Must have experience of working in partnership to achieve aims.</p>	<p>Knowledge of organising Special Olympics Sports.</p> <p>Knowledge of proven practises/activities that enhance the lives of people with special needs.</p>
<p><b>Key Skills and Behaviours</b></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><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 candidate must be available to work from Wednesday 28<sup>th</sup> June to Friday 25<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>	