

# GIBRALTAR SPORTS AND LEISURE AUTHORITY

## JOB DESCRIPTION

**Job title:** Admin Officer (Sports Development)  
**Responsible to:** Sports Development & Training Unit  
**Hours of Work:** 40 hours per week (1<sup>st</sup> June – 31<sup>st</sup> August)

### Job Specification:

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

1. To assist the Sports Development and Training Officer and/or lead sports development and training projects, as instructed.
2. To comply with all relevant Health & Safety Regulations and to ensure these are complied with by others participating in programmes/events being led and/or supported.
3. To help in the planning, organisation, administration and leadership of the GSLA Summer Sport & Leisure Programme and Stay & Play Programme.
4. To undertake and support induction and staff training for the Summer Sport and Leisure programme and Stay & Play Programme.
5. To liaise with Leaders in Charge in the organisation of offsite and or specialist leisure providers to support the programme.
6. To assist in the marketing of the Summer Sport & Leisure programme.
7. To assist with the monitoring and evaluation of the programme.
8. To administer First Aid as and when required.
9. To undertake any other appropriate duties which the Sports Development Officer or his/her representative may require.
10. Generally to ensure that an efficient service is delivered to the users of the facilities and programmes and in this connection to carry out any other duties appropriate to the grade, and in accordance with the contract of employment, and as directed by the CEO.

**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.	Holder of an accredited First Aid certificate.  Holder of qualifications relating to coaching or working with young people with special needs.
Experience	Must have a written reference proving experience of leading and supporting children and young people with disabilities in a sport, recreational, educational or leisure environment.  Must have mentoring or management experience.	
Knowledge	Must have knowledge of the rules of popular sports.  Must have knowledge of organising different sporting competitions.  Knowledge of proven practises/activities that enhance the lives of people with disabilities.	
Key Skills and Behaviours	Must be organised.  Have good communication skills, both verbal and written.  Must be adaptable and able to work as part of a team or on own initiative.  Must be self-motivated and able to motivate others.  Should possess leadership skills.	
Attendance	Successful candidate must be available to lead/support the induction training programmes from 30 <sup>th</sup> June to 11 <sup>th</sup> July.	
Other requirements	Must adhere to the Gibraltar Government's Health & Safety at Work Policy. May be required to work weekends, public holidays and/or evenings as directed.	