**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. (1st July to 27th August 2024)

**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**

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| **Criteria** | **Essential**  | **Desirable** |
| **Qualification** | Willingness to undertake First Aid training. | Qualifications relating to teaching or working with people with special needs.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 suitable for children 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 and or leisure environment. |  |
| **Key Skills and****Behaviours** | Should possess leadership skills.Have good communication skills.Must be adaptable and be able to work as part of a team and on own initiative.Must be self-motivated and able to motivate others.Open to learning.Willingness to take on responsibility. |  |
| **Attendance** | Participation on the induction training programme is mandatory (1st July to 9th July)Leave of Absence will only be granted to attend Graduation or to represent Gibraltar in Official International Competition. Successful candidates must be available to work from Monday 1st July to Tuesday 27th August 2024. |  |
| **Other requirements** | Must adhere to the Gibraltar Government’s Health and Safety at Work Policy. |  |