



**GIBRALTAR SPORTS AND LEISURE AUTHORITY – SUMMER SPORTS AND LEISURE PROGRAMME  
2025**

**JOB DESCRIPTION**

**Job Title:** Deputy Stay and Play Leader In Charge

**Responsible to:** Sports Development Training and Inclusion Unit and the Stay and Play Leader in Charge

**Hours of Work:** 30 hours per week (27<sup>th</sup> June to 28<sup>th</sup> August 2025)

**Job Specification:**

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

- To undertake and support with the delivery of the induction training for the Stay and Play Programme.
- To be involved in the planning and organisation of a programme of positive sport and leisure, recreation and educational opportunities.
- To familiarise themselves with the children taking part on the Stay and Play Programme.
- To support the leader in charge with the development of the day-to-day programme and staff rotations.
- To familiarize all leaders in the aims and objectives of the daily programme.
- To work in partnership with the Sports Train team to organise integration days.
- To help with the daily setup of the Stay and Play Programme.
- To lead and motivate leaders in carrying out their responsibilities on the Stay and Play Programme.
- To administer First Aid (if qualified) as and when required.
- To provide a daily report of children to parents through the relevant communication channels.
- To coordinate daily evaluations and feedback to the Sports Development Training and Inclusion Unit on programme progress.
- To ensure safe and agreed practices are adhered to at all times.
- To undertake any other appropriate duties which the Sports Development Officer or his/her representative may require.

**Leave of Absence will only be granted to attend graduation or to represent Gibraltar in official international competitions. Induction will take place from Monday 30<sup>th</sup> June to Wednesday 9<sup>th</sup> July 2025. Attendance is essential for the position of Leader in Charge and Deputy Leader in Charge.**

**Successful candidates must be available to work from Friday 27<sup>th</sup> June to Thursday 28<sup>th</sup> August 2025**

**Person Specification:**

Criteria	Essential	Desirable
<b>Qualification</b>	<ul style="list-style-type: none"> <li>Willingness to undertake First Aid training.</li> </ul>	<p>Qualifications relating to teaching or working with people with supported needs in a sport or leisure environment.</p> <p>Holder of an accredited First Aid certificate.</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>One year experience working on the Stay and Play programme as a Stay and Play leader.</li> <li>Must have a written reference proving experience of leading and supporting children and young people with supported needs in a sport, recreational, educational and or leisure environment.</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of sport, leisure and arts activities and how they can be adapted for children with supported needs.</li> <li>Knowledge of communication systems to support children with supported needs in expressing their needs and feelings.</li> </ul>	<p>Knowledge of Special Olympic sports, and adapting sessions for children with supported needs.</p>
<b>Key Skills and Behaviours</b>	<ul style="list-style-type: none"> <li>Possess leadership skills.</li> <li>Good communication skills both verbal and written.</li> <li>Must be organised.</li> <li>Able to work as part of a team and on own initiative.</li> <li>Work under pressure.</li> <li>Self-motivated and able to motivate others.</li> <li>Willingness to take on responsibility.</li> <li>Must be adaptable.</li> </ul>	<p>Able to communicate in both English and Spanish.</p>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>Must adhere to the Gibraltar Government's Health and Safety at Work Policy.</li> <li>Must adhere to the Gibraltar Sports and Leisure Authority Safeguarding and Protecting Children Policy.</li> </ul>	