



**GIBRALTAR SPORTS AND LEISURE AUTHORITY – SUMMER SPORTS AND LEISURE PROGRAMME  
2026**

**JOB DESCRIPTION**

**Job Title:** Deputy Sports Leader in Charge

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

**Hours of Work:** 30 hours per week (30<sup>th</sup> June to 3<sup>rd</sup> September 2026)

**Job Specification:**

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

- To undertake and support induction training for the GSLA Summer Sports and Leisure Programme.
- To be involved in the planning and organisation of the GSLA Sports Train Programme and liaise with the Sports Development, Training and Inclusion Unit in relation to progress.
- To support the Leader in Charge in the development of the day-to-day programme and staff rotations.
- To familiarise all leaders and volunteers in the aims and objectives of the daily programme.
- To work in partnership with Stay and Play to organise integration.
- To work and support the LSF support team to organise meaningful inclusion.
- To support sports leaders and volunteers in the production of session plans and in the delivery of safe and enjoyable sports session for children of all abilities.
- To administer First Aid (if qualified) as and when required.
- To assist with the marketing of the Summer Sports and Leisure Programme.
- To ensure safe and agreed practices are adhered to at all times.
- To assist the Leader in Charge with the monitoring and evaluation of the programme.
- To assist the Leader in Charge with an end of summer report.
- To undertake any other appropriate duties which the Sports Development Officer or his/her representative may require.

**A maximum of 5 days of annual leave will be considered in a maximum of two blocks. Leave of absence during induction training will only be granted to attend graduation or to represent Gibraltar in international competitions.**

**Successful candidates must be available to work from Tuesday 30<sup>th</sup> June to Thursday 3<sup>rd</sup> September 2026**



**Person Specification:**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualification</b>	<p>Must possess a minimum of one of the following:</p> <ul style="list-style-type: none"> <li>• An accredited sports specific coaching award (minimum level 1 face to face qualification).</li> <li>• Community Sports Leadership Level 2 Award.</li> <li>• Currently undergoing/completed a sports related degree.</li> <li>• Completed A-Level P.E. or awaiting results.</li> </ul> <p>Willingness to undertake First Aid training.</p>	<p>Multiple coaching qualifications.</p> <p>Holder of an accredited First Aid certificate.</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• One year experience of working as part of the GSLA Summer Sports and Leisure Programme as a Sports Leader.</li> <li>• Must have experience of mentoring sports leaders, coaches and volunteers together with practical experience of coaching young people in sport.</li> <li>• Experience of planning sporting sessions.</li> <li>• Must have a written reference proving practical experience of coaching young people in sport.</li> </ul>	<p>Working with children with supported needs.</p>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Must have knowledge of the rules of popular sports.</li> <li>• Must have knowledge of organising different sporting competitions.</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>• Must be organised.</li> <li>• Work under pressure.</li> <li>• Good communication skills, both verbal and written.</li> <li>• Able to work as part of a team and on own initiative.</li> <li>• Self-motivated and able to motivate others.</li> <li>• Willingness to take on responsibility.</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>	