



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

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 (30th June to 3rd September 2026)

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 meaningful 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 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 30th June to Thursday 3rd September 2026

Person Specification:

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