



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

JOB DESCRIPTION

Job Title: Sports Leader In Charge

Responsible to: Sports Development Training and Inclusion Unit

Hours of Work: 30 hours per week (29th June to 3rd September 2026)

Job Specification:

The main functions of the post are:

- To work as part of the management team to lead and organise the daily logistics of the GSLA Sports Train Programme.
- To liaise with the Sports Development, Training and Inclusion Unit in relation to the running and progress of the Sports Train programme.
- To lead and support induction training for the GSLA Sports Train Programme.
- 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 support and monitor sports leaders and volunteers in the production of session plans and in the delivery of safe and enjoyable sports sessions for children of all abilities.
- To work and support the LSF support team to organise meaningful inclusion.
- To administer First Aid (if qualified) as and when required.
- To assist with the marketing of the Summer Sports and Leisure Programme.
- To buy materials and equipment required to meet the needs of the programme.
- To liaise with the Sports Development, Training and Inclusion Unit to identify ongoing training and support required to ensure the needs of those taking part are being met in line with the aims and objectives of the programme.
- To ensure NOP'S and EOP's are understood by all staff and volunteers involved in the programme.
- To ensure safe and agreed practices are adhered to at all times.
- To assist management with the monitoring and evaluation of the programme.
- To complete an end of summer report for the Sports Development Training and Inclusion Unit.
- 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 Monday 29th June to Thursday 3rd September 2026.



Person Specification:

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