



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

**JOB DESCRIPTION**

**Job Title:** Stay and Play Leader in Charge

**Responsible to:** Sports Development Training and Inclusion Unit

**Hours of Work:** 30 hours per week (29<sup>th</sup> June to 3<sup>rd</sup> September 2026)

**Job Specification:**

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

- To work as part of the management team in the planning and co-ordination of the GSLA Stay and Play Programme.
- To act as programme leader and support and advise Stay and Play staff accordingly.
- To assist the Sports Development Training and Inclusion Unit in the planning and delivery of induction training and ensure leaders have all relevant information on the children and young people taking part.
- To work in partnership with the Sports Train team to organise meaningful integration.
- To liaise with the Sports Development, Training and Inclusion Unit in the organisation of offsite and/or specialist leisure providers to support the programme.
- To liaise with the Sports Development, Training and Inclusion Unit in relation to the programme's progress.
- To coordinate staff rotas, groupings and monitor attendance of programme users, staff and volunteers.
- To familiarise themselves with the children taking part on the Stay and Play Programme.
- To familiarise all leaders with the aims and objectives of the daily programme.
- To motivate and support leaders in carrying out their responsibilities on the Stay and Play Programme.
- To administer First Aid (if qualified) as and when required.
- To liaise with the Sports Development, Training and Inclusion Unit in identifying 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 oversee communication with parents and children on the programme.
- To work as part of the management team during daily evaluation sessions with the Deputy Leaders to ensure programme needs are met.
- To ensure safe and agreed practices are adhered to at all times.
- 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 29<sup>th</sup> June to Thursday 3<sup>rd</sup> September 2026**

**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 or Deputy Leader in Charge.</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> <li>• Must have mentoring or management experience.</li> <li>• Must have experience of partnership to achieve aims.</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 disabilities 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>	