

<b>Post Title</b>	<b>Holiday Camp Supervisor</b>
<b>Division</b>	<b>Healthy &amp; Active Communities</b>
<b>Section</b>	<b>Healthy &amp; Active Communities</b>
<b>Location</b>	<b>Citywide</b>

<b>Responsible to</b>	<b>Active Schools Coordinators, Assistant Operations Managers</b>
<b>Responsible for</b>	<b>Any immediate reports</b>

\* Candidate's suitability will be measured by assessment in the following ways;  
**A** – Application: **I** – Interview: **R** – References: **X** - Interview Exercise[s]

	<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
<b>Experience</b>				
1	Experience in the management and supervision of staff	X		A, I
2	Experience of working with participants in a similar setting	X		A, I
3	Knowledge of how to plan and deliver age and skill level appropriate activities	X		A, I
4	Experience of working with participants who may present challenging behaviour		X	A, I
<b>Skills, Abilities and Knowledge</b>				
5	Good Leadership skills	X		I
6	Well organised	X		A, I, R
7	Customer focussed	X		A, I, R
8	Communicate with participants of all ages, and parents / guardians of junior participants	X		A, I, R
9	Ability to motivate staff and participants	X		I, X
10	Ability to use own initiative to solve day to day problems	X		A, I
11	Behave in a consistent and reliable manner whilst ensuring that everyone is treated fairly and with respect	X		I, X
12	Demonstrate a drive and desire to improve performance and deliver better services	X		I
13	Health and Safety principles and working to Health and Safety procedures	X		I
<b>Interpersonal and Social Skills</b>				
14	Good communication skills in all formats	X		I R
15	Enthusiastic	X		A I R

16	Working in a team environment	X		I R
17	Confident		X	I R
18	Ability to adapt	X		I R

#### Qualifications and Training

19	Relevant National Governing Body Leaders (or equivalent level) Qualification in a sport or sports		X	A
20	Emergency First Aid At Work (or equivalent)		X	A
21	PVG Membership for Regulated Work with Children and/or Protected Adults or willingness to obtain prior to a formal offer of employment being made.	X		A
22	Willingness to complete Getting It Right For Every Child (GIRFEC) / Child Protection online training course	X		A, I
23	Positive Coaching Scotland (PCS) Double Goal Coach online training course (completed as part of induction)	X		A, I

#### Other

24	Willingness to undertake further training	X		A, I
----	---	---	--	------

Prepared/Updated by: Nickie Scorgie - Head of Human Resources & Organisational Development

Graeme Dale – Head of Sport and Active Communities

Date: January 2020