



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Camp Assistant/ Multi-sports Coach, Sport & Physical Activity, Facilities Directorate



Salary: Grade 2 (£11.21 per hour)

Reference: FDSPA1040

Closing date Easter Camps: 7 February 2024

Fixed term from 25 March to 12 April 2024

Closing date Summer Camps: 17 May 2024

Fixed term from 22 July to 23 August 2024

Overview of the Role

Are you a qualified Level 1 sports coach who enjoys working with children and young people? Do you want to gain more experience coaching in a multi-sport setting?

Our Sport & Physical Activity team are seeking experienced coaches from all sporting backgrounds to help deliver multi sports camps for Key Stage 1 & 2 children during the 2024 Easter & Summer breaks. Our multi sports camps will take place at the Edge where children aged 5-11 years will have the opportunity to participate in a variety of sports including football, racquet sports, climbing & swimming. You will gain valuable experience facilitating sport & supervising children of a variety of ages and abilities.

As a Camp Assistant you will have a minimum Level 1 sport specific coaching qualification in any sport and may have some experience of assisting with the delivery of fun and inclusive sports activities for children. Camp Assistants will work under the direction and supervision of Camp Leaders and the Camp Manager to support the delivery of age-appropriate activities for children in a variety of sports including; helping to prepare for, set up and demonstrate sessions and support children to engage during the course of each session ensuring everyone is motivated, safe and having a positive experience.

As a Camp Assistant you will also support the Camp Manager with the organisation and implementation of the camps from drop off to pick up, including supervising lunchtime and breaks, escorting children to specialist activities such as swimming & climbing, ensuring health & safety of all participants at all times and maintaining high standards of engagement and behaviour throughout.

Main duties and responsibilities

As a Camp Assistant your main duties will include:

- Supporting the delivery of fun, inclusive activities in a variety of sports for children aged 5-11 years.
- Assisting Camp Leaders in the delivery of multi sports activities and assisting in/ supervising the delivery of more specialist activities such as swimming & climbing.
- Looking after the needs of up to 30 children in a group with the support of Camp Leaders and the Camp Manager
- Ensuring high standards of safety, inclusion and engagement are achieved at all times.
- Supporting the Camp Leader with setting up equipment, demonstrating activities and keeping children on task, motivated and engaged at all times.
- Supporting the Camp Manager with the day-to-day delivery of the camp including drop off & pick up, chaperoning and breaks.

- Engaging with colleagues, children and parents to ensure all camp participants have a positive experience.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post. A DBS check will be required for this role.

What will you bring to the role?

As a Camp Assistant you will be/ will have:

- A Level 1 sport specific or Sports Leaders coaching qualification.
- Prior experience of leading or supporting sports activities for children under the age of 11 years.
- The ability to deliver creative, fun, inclusive activities for a range of children.
- The ability to take command of up to 30 children in a group with the support of other coaches.
- A proactive approach to supporting Camp Leaders to deliver fun and safe activities for children.
- A proactive approach to supporting the Camp Manager to deliver a successful camp.
- A proven ability to work as part of a team, engaging with colleagues, children and parents.
- The ability to build relationships easily & quickly.

You may also have:

- A First Aid qualification.
- A Safeguarding in Sport certification.
- Prior experience of delivering sports camps.

Additional information

How to apply

We are inviting applications for both our Easter & Summer camps in 2024 – you may wish to apply for one of these camps, or for both. At Easter, Camp Leaders will be required to work for a period of up to 3 weeks, encompassing 2-3 days of training on site and 2 weeks of camp delivery. In Summer, Camp Leaders will be required to work for a period of up to 5 weeks, encompassing 2-3 days of training on site and 4 weeks of camp delivery. Camps will run from 8am-5.15pm daily Monday to Friday. Staffing ratios for any given day will be determined by the number of children we have attending so flexible working patterns may be achievable.



Application for this role is by way of an Expression of Interest (EOI) to the hiring manager, Lauren Havercroft. In a maximum of 500 words this should outline how you meet the requirements for the role in terms of qualifications, personal skills and previous experiences and why you want to be involved in the delivery of our camps. Please also state within your EOI whether you are applying for the role of Camp Leader, Camp Assistant or either role and whether you are applying for consideration for Easter, Summer or both. The deadline for the EOI for Easter is 5pm on Wednesday 7th February. The deadline for the EOI for Summer is 5pm on Friday 17th May and your EOI should be submitted via email to l.havercroft@leeds.ac.uk.

Interviews for the roles will take place on a rolling basis as applications come in.

Contact information

To explore the post further or for any queries you may have, please contact:

Lauren Havercroft, Sports Workforce Officer

Tel: +44 (0)113 343 1544

Email: l.havercroft@leeds.ac.uk

Additional information

Find out more about our department at <https://sport.leeds.ac.uk/>

Working at Leeds

We are a campus based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

Our University

At the University of Leeds, we are committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains the best students and staff from all backgrounds. Whatever role we recruit for we are always striving to increase the diversity of our community, which each individual helps enrich and cultivate. We particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.



Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at hr@leeds.ac.uk

Criminal record information

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post requires an enhanced criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

