



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

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



Salary: Grade 2

Reporting to: Sports Workforce Manager

Reference: FDSPA1067

Closing date: Friday 16 May, 5pm

Fixed term (21 July to 22 August 2025 to complete specific time limited work)

Location: The Edge, University of Leeds

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

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 2025 Summer break. 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.

Qualifications and skills

As a Camp Assistant you will be/ will have:

- A Level 1 sport specific or Sports Leaders coaching qualification (or PE teaching qualifications & experience).
- 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

In Summer, Camp Assistants 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, Suzzi Garnett. 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. The deadline for the EOI for Summer is 5pm on Friday 16th May and your EOI should be submitted via email to s.garnett@leeds.ac.uk.

Interviews for the roles will take place on a rolling basis as applications come in and applications may close before the advertised date if positions have been filled.

Contact information

To explore the post further or for any queries you may have, please contact:
Suzzi Garnett, Sports Workforce Manager
Tel: +44 (0)113 343 1544
Email: s.garnett@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, those 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 under the 'Accessibility' heading on our [How to Apply](#) information page or by getting in touch by [emailing HR via hr@leeds.ac.uk](mailto:hr@leeds.ac.uk).

Criminal Record Information

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post requires an enhanced criminal record check with barred list 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.

Salary Requirements of the Skilled Worker Visa Route

G2 - This role is not eligible for Skilled Worker visa sponsorship. Information on other visa options is available via [the Government's Work in the UK page](#).

