

Job Description: Activity Manager

Responsible to Centre Director
Location UK and Ireland
Salary From £300 - £340 per week including full board accommodation
Duration 2 – 9 weeks in June/July/August

Main purpose of job

Responsible for the day-to-day management of all aspects of the activity programme, including organising all daytime and evening activities and excursions and ensuring they are run smoothly.

Duties will include

- Attending and induction/training weekend in June
- Reading the Activity Manager manual and performing your duties as outlined therein
- Planning and managing the operation of the cultural, social, sports and excursion programme
- Arriving at the centre in good time to meet other centre staff, setting up the activity programme and checking equipment and facilities
- Delivering a pre-agreed activity programme on a daily basis to ensure students and groups receive the activity programme that has been promised them
- Guiding, supervising and motivating a team of activity leaders and ensuring activities and excursions are run correctly and on time
- Active participation in activities and excursions and ensuring you lead by example
- Overseeing the welfare and supervision of students on activities
- Providing a link with the activity and academic programmes
- Confirming all facilities and booking details with external suppliers and venues, eg. Entrances, coaches etc
- Ensuring notice boards are correctly positioned to best promote the day's events and that they are updated on a daily basis
- Planning and managing staff rotas to ensure the correct numbers of staff are on duty for each activity and ensuring each activity leader has the correct time off in accordance with their contract of employment
- Undertaking general administration, including submitting weekly timesheets to head office
- Carrying out an Activity Leader induction day as well as regular Activity Leader observations
- Carrying out daily meetings with the Activity Leaders and providing guidance where needed
- Liaising with the Centre Director, Teaching Manager, University Staff and Group Leaders ensuring there are clear channels of communication at all times
- Ensuring all Activity Staff are aware of the accident and emergency procedures
- Ensuring a positive and fun working environment
- Ensuring a high level of student safety and welfare

Requirements

Essential (Please do not apply if you do not meet these requirements):

- Over 18 years of age
- Native or native level English speaker
- Based in the UK as you will be expected to attend an assessment day or a face-to-face interview
- Previous experience as Activity Manager or Senior Leader within a summer school environment
- Proven ability and confidence to lead and motivate a team
- Proven ability to delegate tasks in order to ensure all deadlines are met
- Exceptional interpersonal skills
- Ability to think on your feet, use your own initiative and work well in a team
- Ability to work in a high pressure environment
- Approachable, creative, energetic and enthusiastic

- Strong organisational and problem solving skills

Desirable:

- Previous experience of supervising/working with children/teenagers
- Training and coaching experience
- Residential experience
- First Aid qualification or sport coaching qualification
- Some local knowledge of the location you are applying for