

## Activity Manager

<b>Position</b>	Activity Manager
<b>Reporting to</b>	Centre Manager
<b>Team Management</b>	Activity Leaders
<b>Last review of job description</b>	November 2021
<b>Suitable for remote working?</b>	0%
<b>Suitable for Core Hours?</b>	No

British Study Centres Young Learners (BSC YL) runs English summer courses in the United Kingdom, Ireland, France and Malta for International students aged 8-17. There are Activity Manager positions available in various locations during June, July and August. Activity Manager positions are residential (Apart from our low season centres). For full details of our centres, please see our website: <https://www.british-study.com/en/learners/young-learners/>

### Purpose of the role

The Activity Manager (ActM) is responsible for ensuring the effective running of the social programme at the designated BSC Young Learners centre. The ActM will lead and support all Activity Leaders in planning, and implementing a fun and safe programme as well as liaising with the Centre Manager to ensure that the programmes are cost effective.

### Main Duties & Responsibilities

#### Activities & Excursions

- Ensure the weekly activity and excursion programmes run smoothly.
- Complete the preparation of Activity packs for Activity Leaders.
- Ensure activities are varied and appropriate to students at the centre.
- Prepare excursion itineraries and excursion packs.
- Update and maintain noticeboards.
- Make students aware of daily activities, excursions and sign-up sheets for activities with limited spaces.
- Plan and oversee evening activities.
- Plan activities to suit all ages. Some activities may need to be specific to certain ages (such as two movies on 'Movie Night'; one for under 12s and another for over 13s).
- Participate in activities and excursions where necessary.
- Maintaining the host centres and BSC YL equipment.
- Complete and update equipment inventory.
- Encourage students to feel included in activities and excursions.
- Organise and lead daily activity team meetings.
- Lead Excursion briefings for Full-day and Half-day trips.
- Communicate with attraction providers, coach companies and other suppliers.

- Confirm bookings via emails and phone calls.
- Remain alert to ensure the students stay safe.

### **Centre & Head Office**

- Collaborate with centre's management team to ensure the smooth running of the course.
- Frequently communicate with host-centre liaison to ensure suitable venues are made available for use.
- Complete 'social' weekly returns for the Centre Manager in a timely manner.
- Respond to Head Office (HO) requests in a timely manner, and provide weekly updates on the social programme and student feedback.
- Complete any administrative tasks required by HO.
- Ensure that confidential records or forms are completed accurately and stored securely.
- Attend and participate in pre-excursion International Group Leader and management team meetings.
- Assist in student inductions.
- Lead continued professional development (CPD) sessions for Activity Leaders (AL).
- Work with other managers to ensure that the academic programme is integrated into the social programme.
- Manage a weekly budget and petty cash for activities.
- Collaborate with Centre Manager to ensure that Activity Leaders are rota'd to groups.
- Ensure Activity Leaders complete daily Activity Planners and upload session feedback.
- Take an active role to adopt BSC YL's attendance and absence procedure.
- Attend regular all-management meetings and centre team meetings.
- Complete honest and accurate Activity Team Appraisals.

### **Pastoral**

- Perform residential duties punctually and professionally.
- Collaborate with Welfare Manager to ensure that Activity Leaders support Welfare Leader (WL) duties and cover their days off.
- Collaborate with team members to ensure safety and security within accommodation.
- Actively support the Welfare Manager to ensure mealtimes are supervised.
- Assist the Welfare Team in monitoring student behaviour and help ensure students are comfortable at the centre.
- Be a role model for the students.

### **Transfers**

- Liaise with the Centre Manager to ensure that Activity Leaders carry out duties associated with the transfer of students on arrival and departure days when required.

## Child Protection & Safeguarding

- To promote and safeguard the welfare of children and young persons you are responsible for and come into contact with.
- To adhere to the BSC Young Learners Child Protection and Safeguarding Policy.
- Ensure student ratios are maintained in accordance with site rules BSC Young Learners Child Protection and Safeguarding Policy.
- Provide safety and welfare assistance to all students.
- To complete BSC YL Safeguarding training before arriving at the centre.

## Other

In addition to the above, all Activity Managers are required to:

- Work well in a team.
- Remain positive, friendly and approachable.
- Act in accordance with professional standards at all time.
- Comply with the host centres' and BSC YL's rules and regulations.
- Follow BSC YL's policies, procedures and protocols
- Attend pre-course training induction to meet staff from their own and other centres and to be briefed fully on all aspects of working at a BSC YL summer school
- To carry out any duties as may be reasonably assigned by the Centre Manager.

***\*If your interview is successful, you will be asked to complete a series of tasks within a set amount of time, similar to those which you would complete on a daily and/or weekly basis, to ensure you are able to manage the workload involved in holding the position.***

## Requirements

### Essential

- Experience of and enthusiasm for working with children/teenagers
- Ability to work well in a team
- Experience as an AL or similar role in a summer/language school setting
- Excellent communication and organisational skills
- Flexibility in working hours and willing to work hard
- Effective Leadership skills
- Right to work in the UK and/or Ireland
- Have a good local knowledge of the respective course town

### Desirable

- Management experience in a summer/language school setting

- Ability to organise and lead group activities (these include various sports, arts & crafts, performing arts, etc.)
- Recognised qualifications in sports coaching, dancing instruction, etc
- Valid lifeguarding qualification
- Valid first aid certificate
- Previous child protection and/or safeguarding training

## Conditions

- Competitive weekly salary which is dependent on experience, qualifications and centre size. Pay scale is also available on request.
- Accommodation (where applicable) and meals are provided.
- 48 hours per week. This post is offered on a residential basis. Working hours may be unsociable due to evening activities, night duty and the times of student arrivals and departures.
- There is at least one full day off per week. (To be agreed with the CM at the centre.)
- BSC YL Managers adopt a smart, casual dress policy. BSC YL lanyards are to be worn at all times. Activity Managers must ensure that Activity Leaders remain in BSC YL uniform when on duty.
- All references will be followed up and all gaps in CVs must be explained satisfactorily.
- Criminal background checks in the form of a DBS (Disclosure & Barring Service) for UK residents, Garda Vetting for Irish residents, PVG for Scotland, 'Certificate of Good conduct' for France, 'Conduct Certificate' Malta as well as a police check from your country of residence (if not a UK or Irish resident) will be requested.
- Proof of identity and qualifications will be required. Only those with the right to work in the UK, Ireland, France or Malta are eligible for any BSC YL position.
- Team employees should provide evidence of being double vaccinated against COVID19. Failing this, a thorough Covid19 risk assessment and safety protocols will need to be followed at the centre where any contracts are offered.

## Values

<b>Aim Higher:</b>	We proactively make suggestions and solutions for challenges and opportunities.
<b>Collaborate:</b>	We are team players -we treat everyone with respect and understand that we succeed collectively, not as individuals.
<b>Communicate:</b>	We communicate in a timely way with clarity, respect and transparency.
<b>Customer Focus:</b>	We seek to provide consistent high-quality experiences that customers will remember.
<b>Employee Focus:</b>	We seek to reward and recognise excellence and innovation within our employees.