

JOB DESCRIPTION

This job description summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Centre Manager and/or Operations Manager. Bucksmore will exercise this right reasonably.

Position Activity Manager

Responsible to Centre Manager

Role Definition The position of Activity Manager (AM) is a highly responsible and challenging role, suitable only for those with excellent leadership, communication, time management and organisational skills. The AM's chief role is to plan and organise the activity programme and effectively manage the Counsellors involved in each activity. The AM will ensure that each activity is prepared, implemented and correctly supervised as set out by the Bucksmore Head Office. As one of the senior managers the AM will work closely with the Centre Manager and Director of Studies to ensure the smooth day to day running of the centre.

Background

Students attending a Bucksmore summer programme receive a combination of English language tuition combined with a comprehensive activity programme which includes two full-day excursions and up to one half-day trip every week. There are activities every afternoon and evening with the excursions and trips spread throughout the week on designated days. Bucksmore students are mostly individual students as opposed to large, single nationality groups.

Pastoral Care

Due to the nature of a residential summer camp, an Activity Manager will be aware that their role is not limited to just running activities and excursions, but that students require 24/7 pastoral care, discipline if and when required, and supervision at bed-time and wake-ups.

Bucksmore is committed to safeguarding and promoting the welfare of children. The post holder's responsibilities for safeguarding the welfare of the young students for whom they are responsible and with whom they come into contact, will be to adhere to Bucksmore's Child Protection Policy.

Hours and the Working Week

At least 48 hours per week. You will be asked to 'opt out' of the 48-hour working time directive. The job demands a high degree of flexibility and will involve evening and weekend work. Staff will have one full day off per week.

The week is divided into various duties and staff will receive a weekly rota detailing the duties they are working each day. Typically this may involve the following: wake up/bed time duties, meal monitoring and supervisory duties, afternoon and evening activities, full day or half day excursions and trips, meet and greet on arrival days, airport check-in assistance on departure days and general pastoral care and welfare. This list is not however exhaustive and you may be reasonably requested by a manager to undertake another duty.

The role will require substantial amounts of walking when leading excursions and from time to time lifting and carrying equipment when setting up activities.

Person Specification

Person Specification	Essential	Desirable
Legal Requirements	<ul style="list-style-type: none"> • Eligibility to work in the UK 	
Knowledge, qualifications and experience	<ul style="list-style-type: none"> • Native or native level English speaker • Experience of working in a language and activity based summer school or similar environment. • Experience of organising activity programmes and/or events for young people • Experience of managing in a summer school environment 	<ul style="list-style-type: none"> • First aid qualification • Background of leading sessions or workshops in art, music, sports, journalism or drama
Skills, abilities and competencies	<ul style="list-style-type: none"> • Excellent communication skills • Proven leadership skills • Exceptional organisational skills • Ability to work within a team • Proven ability to work effectively under pressure 	

Personal Attributes	<ul style="list-style-type: none">• Commitment to delivering a high standard of work• Demonstrates respect for equal opportunities and diversity• Adopts a positive approach to personal learning and development• Consistently demonstrates a 'can do' approach to work	
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MAIN DUTIES AND RESPONSIBILITIES

Training and Health & Safety

- Attend the staff induction
- Take part in all Health and Safety related training
- Consult the risk assessment for an activity or excursion
- Write and carry out risk assessments for all activities and excursions

Activity & Excursion Programme

- Plan, organise and implement a range of appropriate activities during daytimes, afternoons and evenings
- Take responsibility for, or joint responsibility for, excursions, ensuring you have planned sufficiently well to guide the students effectively
- Research an excursion destination so as to be able to guide students effectively
- Lead and guide students on an excursions and guided walking tours, communicating with them in a way that is clear, informative and engaging
- Ensure that activities and excursions you are running are structured, inclusive and appropriately resourced
- Help promote the activity programme to students by displaying posters or visiting classes

Management

- Co-manage and motivate a team of Counsellors
- Lead regular team meetings to inform Counsellors of their tasks related to the activity and excursion programme
- Monitor the performance of Counsellors and contribute towards staff appraisals
- Assist the Course Director with planning the weekly staff rota
- Represent Bucksmore as centre management and liaise with host college staff

Administration

- Manage a weekly budget
- Keep accurate records of budget spending and send to Head Office weekly
- Plan each week's timetable before the start of the week and send to Head Office in advance to allow time for authorisation

Student Welfare & Supervision

- Supervise students during meal times
- Where required assist with student transfers to and from airports as directed by the Course Director
- Where required, as part of your rota, perform waking up duties and 'lights out' duties

General

- Attend staff meetings as required
- Respond to general emergencies at all times
- Maintain proper levels of student discipline, safety and welfare
- Carry out any other reasonable task assigned to you by a manager to meet the operational demands of a centre
- Assist the Course Director with the set-up, shut-down and day-to-day running of the centre