

Job Description: Activity Manager

About Bucksmore

Bucksmore courses are for students aged 10-18 and have been modelled on American summer camps, with 'Counsellors' who live with students, teach lessons and lead excursions and activities, providing a higher level of pastoral care, guidance, and friendship – giving students more than just 'teachers' and 'activity leaders' at a summer school.

Recognising that high-achieving and well-motivated individual students wanted more from a UK summer school than just English language, excursions and afternoon activities, we have developed more challenging courses such as EFL based Young Leaders and the subject based courses Young Professionals, University Preparation and Advanced Studies. In 2019 Bucksmore were proud to have been awarded the PIONEER 'Language Educator of the Year' award showcasing our commitment to innovation and student involvement.

With 40 years of experience to perfect and improve the quality of our prestigious summer schools, we are proud of the summer programmes we offer. It is our goal for each one of our courses to be the best course that our students have ever attended. We welcome over 75 different student nationalities every year across our courses and ensure there is always a good mix of students on our courses.

Job Title: Activity Manager
Reports to: Centre Manager and Head Office Operations Manager

Locations: All locations.

Courses: All Courses.

Course Dates:

Bucksmore Summer courses run from the 21st June to 16th August with a typical contract length of 4-6 weeks. All staff undertake a paid period of induction prior to student arrival on a course.

Remuneration:

Up to £663.97 per week - £571.56 per week plus performance bonus - £530 basic pay + 12.07% holiday pay per week (£63.97) + up to £70 performance related weekly bonus.

Staff bonus descriptions are provided prior to the start of a role in the Staff handbook.

Activity Manager • Main Duties & Responsibilities

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.

This list summarises the key tasks of the role and 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 or Operations Manager and Head Office Team. Bucksmore will exercise this right reasonably.

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 when on 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 residential and sometimes not residential staff
- Lead regular team meetings to inform Counsellors of their tasks related to the activity and excursion programme

Activity Manager

- 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 Centre Manager with the set-up, shut-down and day-to-day running of the centre

Activity Manager • Person Specification

Legal Requirement: All applicants must have the eligibility to work in the UK prior to commencing employment

The following are the essential and desirable requirements needed in order to do the job.

Knowledge, qualifications and experience:

Essential

- 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 or residential course environment

Desirable

- First aid qualification
- Background of leading sessions or workshops in art, music, sports, journalism or drama

Skills, abilities and competencies:

Essential

- Excellent communication skills
- Proven leadership skills
- Exceptional organisational skills
- Ability to work within a team
- Proven ability to work effectively under pressure

Personal Attributes:

Essential

- 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

Activity Manager - Further Information

Background: Students attending a Bucksmore summer programme receive a combination of English language or subject specific tuition combined with a comprehensive activity programme which generally includes two full-day excursions and up to one half-day trip every week. There are activities most afternoons and evenings 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.

The Working Week: At least 48 hours per week. All residential staff 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.

Activity Manager • Next steps, Safeguarding and paperwork

Bucksmore Education strives to have a fair and equal recruitment and selection process. Successful applicants will come from diverse backgrounds and with varying levels of experience but all will be able to demonstrate commitment and enthusiasm to work with children and ensure they have the complete 'Bucky' experience.

Bucksmore Education is committed to safeguarding and promoting the welfare of children. The post holders' 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.

As part of our commitment to safer recruitment all applications must include a full and up to date work and education history. You will be asked to explain any gaps in your CV and any applications with significant omissions will not be considered. You should provide the contact details of at least 2 referees. Referees will be asked specifically whether there is any reason that you should not be employed in situations where you have responsibility for under 18s.

Once appointed you will be required to provide evidence of your ID, qualifications and provide at least two recent and relevant references, ideally with professional email addresses. You will also be required to undergo an enhanced DBS check or its equivalent from your country of residence. Bucksmore charge approximately 50% of the cost of a DBS check (£23.15) which is deducted from the first payroll.