

Title of Post: Activity Manager
Reporting to: Centre Director
Responsible for: Activity Leaders
Students

Working Timetable: Usually -Six days a week – One day off

Please note that due to the logistics of the employment, you may be required to be moved to another centre where extra staff are required. Only in this case will we cover all the travel expenses that may be incurred.

Purpose of the Job/Principal Duties

As an Activity Manager you are responsible for managing the Activity Programme. Ensuring that the Activity Leaders are entertaining, guiding and leading the students through a variety of activities while adhering to the policies and standards set in place by Go Languages. Summer centres are very busy places and there may be duties to perform in addition to those detailed below;

Management of Staff

- To motivate staff and lead by example.
- To establish a friendly, professional, organised and motivational working culture and environment for the Activity team.
- To ensure staff skills and talents are utilised to maximum potential.
- To ensure staff rotas are fair and transparent and that workload is delegated evenly amongst the team.

Training

- To train, manage and motivate staff.
- To organize, manage, motivate and monitor a team of staff.
- To organize regular staff meetings and uphold a high standard of staff management.
- Hold daily staff briefings.
- To make sure all staff aware of safeguarding duties regarding under 18's.

Welfare/Safeguarding

- You must take reasonable responsibility for the students under your charge and act always to secure and never to endanger their physical and moral welfare.
- To maintain proper levels of student discipline, safety and welfare.
- To ensure staff are aware of safeguarding and welfare duties.
- To address any student or staff concerns, keep a log, report to the relevant persons involved and follow up with a record of the outcome.
- To be aware of safeguarding duties regarding under 18's.

Company Quality Performance

- You will act as a representative of the Company.
- You will always spread a favourable image of the Company, promote its interests and endeavour to uphold its standards of performance.
- You must take reasonable responsibility for the students under your charge and act to secure and never to endanger their physical and moral welfare.

- You will ensure that what has been sold to the client is provided at the centre.
- You will ensure customer satisfaction making sure proper levels of student safety, welfare and discipline are maintained.
- To develop and maintain open lines of communication with Group Leaders. You acknowledge the company's main priority is the Group Leader and you will ensure to liaise with that person at your best with daily meetings, taking part in all the meals and pampering them in any possible way.

Administration Duties

- To ensure that the academic and recreational programmes are integrated. are maintained.
- To ensure student discipline, safety and welfare policies are implemented.
- To plan, book and confirm the Activity and Excursion programme.
- To arrange all the transfers (excursions / arrivals / departures).
- To carry out residential supervision duties, including meal and bedtime supervision.
- To carry out the 24hr emergency duties.

Liaising

- To establish a friendly, professional, organised and motivational working consultation with the Centre Director.
- To create a strong working culture and environment for the Activity team.
- To assist, support, and deputies for other managers when required.
- To develop and maintain open lines of communication with Group Leaders.
- To liaise with all other members of the Go Languages Team keeping all lines of communication open.
- To develop a strong rapport with all departments in Go Languages developing working and professional relationships.

In the Classroom/On an Excursion/During an Activity/At the Centre

- To behave in a professional manner.
- To adhere to Safeguarding and Welfare duties.
- To show leadership skills.
- To provide support to those involved.
- Please refer to the Activity Leaders Manual for more detailed information of duties on an Excursion and During an Activity.

Qualifications/Experience – Desirable/Ideally you will have:

- A First Aid qualification.
- Lifeguards and or/ other coaching qualification.
- Experience of training for or working in the Sport, Leisure or similar industry.
- Knowledge of the rules and organisation of one or more sports / games.
- An Interest and able to organise activities such as drama, arts & crafts, talent shows.
- Educated to degree level.
- Previous experience of role or previous summer school experience.
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Staff Induction

- To attend a staff induction and take an active part in discussion and feedback.

Personal Development CDP

- All staff are observed in the first week of employment & have appraisals and goal setting tasks.
- You need to be able to set yourself goals that you would like to work on during your time with Go Languages.
- Weekly training or feedback sessions.

Health & Safety

- To comply with all health and safety procedures as required by the Company.
- Being aware of relevant fire, health and safety issues in the classroom and around the centre and during excursions.
- A First Aid qualification is desirable. If you have such please make sure a copy of your certificate is available.

Child Protection & Safeguarding

- All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to, and comply with, Go Languages Worldwide Safeguarding Policy.
- To provide safety and welfare assistance to students.
- To be vigilant for possible welfare problems of students.

Go Languages Reputation & Code of Conduct

- To actively support Go Languages Worldwide in its mission to provide quality learning.
- To provide courses that will challenge the students (realise their potential) and work together to reach their academic targets and support them.
- To comply with management requests to follow the guidelines of external organisations such as British Council in a timely and accurate manner.
- To be dressed in a presentable professional way and always start on time and if this is not possible to inform your manager as early as possible.
- Develop a good rapport with the students and Group Leaders and avoid absences as much as possible.
- There is a specific list of what code of conduct we expect from all staff members in our Staff Handbook.

Go Languages Worldwide Equal Opportunities Statement

- Our Equal Opportunities Policy states: - “In the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual meets, or is likely to meet the requirements of the programme or course or post.
- The requirements being met, no employee will be discriminated against on the basis of their sex, race, colour, ethnic origin, nationality (within current legislation), age, disability, sexual orientation, marital status, caring or parental responsibilities, or beliefs on matters such as religion or politics.”

Person Specification for Activity Manager

Skills

- Strong managerial presence and team player
- Summer School experience
- Flexibility and adaptability
- Ability to work within budgets
- Good communication, motivational and interpersonal skills
- Excellent multi tasking
- Excellent organizational skills
- Ability to work in a high pressure environment
- Enthusiasm and ability to inspire the team of staff

Compensation:

Weekly pay for Activity Managers: Very competitive gross salary depending on the experience of the applicant + holiday pay accrued.