



Kings Young Learners

Last updated: 23 February 2021

Job Description: Activities Manager 2021

Location: Downside School, Bath
Cheltenham College, Cheltenham
London Southbank University

Reports to: Centre Manager

Role description

The Activities Manager has responsibility for the organisation and a running of the social and excursions programme at centre. The list of main duties below is not exhaustive, and the Activities Manager will work very closely with the Center Manager in many of the logistics of excursion organisation in particular. Activities Managers work a 6-day week.

Duties and Responsibilities:

- To ensure the smooth delivery of the advertised programme of sports, social events and excursions
- To induct, manage, motivate and supervise the team of Activities Leaders
- To plan for and provide a wide range of sporting activities and non-sporting activities on site (helped by an Assistant Activities Manager in some centres)
- To confirm bookings for all transport and attractions for the excursion programme, making payments where necessary and maintaining records of all bookings made
- To plan for and provide a range of evening social events
- To actively participate in one Group Leader meeting per each week
- To allocate and train staff as required to activities excursions and to airport transfers
- To work closely with the Centre Manager (and in some cases Assistant Activities Manager) in ensuring the excursion programmes are planned and executed to the highest standard
- To be present on all excursions to ensure that they run smoothly
- To make appropriate use of the host centre's outdoor and indoor recreational facilities, ensuring their careful and safe use, and reporting any damage or maintenance requirements as necessary
- To be responsible for the maintenance of the stock of sports and other equipment, liaising with the Centre Manager over replacements as required
- To adhere to a set operational budget
- To submit regular paperwork to Kings Management (feedback reports, observations, activity planning sheets, excursion itineraries)
- To ensure Kings policy on child safeguarding and welfare is followed
- To ensure all covid safety practices are in place and adhered to
- To carry out 24-hour emergency duty on a rotation basis (1-2 nights per week)



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- To coordinate all social media activity for the centre
- Any other duties as directed by Line Manager

Person Specification

Kings is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. All staff will be required to undergo a background check. All staff must be eligible to work in the UK.

Applicants must be able to demonstrate:

- Previous junior summer camp experience
- Proven organisational/administrative skills
- University Education
- Sports or social organisation
- Interest/ability in areas such as sports, music, arts, drama, etc.
- Excellent multi-tasking ability
- Excellent communication and interpersonal skills
- Strong leadership qualities and the ability to inspire/enthuse others
- Flexibility and adaptability in regard to working hours and duties
- Energy, enthusiasm, and an empathy with children/teenagers
- Excellent references from previous employers
- Ability to work within set budgets

Desirable attributes include:

- EFL Teaching qualification
- Education-related postgraduate qualification
- Good IT skills
- Recognised sports/coaching qualifications
- Teaching experience, preferably with young learners
- Teaching/coaching experience, preferably with young learners
- Valid clean driving license
- Coaching/Performing arts qualification
- Current First aid certificate
- Covid safety training

Remuneration Package:

- Salary is dependent on experience
- Holiday Pay: 12.07% of your gross pay will be added to final salary in lieu of unused holiday.
- Food and Accommodation: Accommodation and 3 meals per day are provided.
- Bonus: A loyalty bonus of £20 per week is paid to all Activity Managers returning to an Activities Management role and is added to final pay



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- Staff at Kings are paid fortnightly (a week in hand)

Kings is an Equal Opportunities employer and we adhere to the principles of equal opportunity in all aspects of our recruitment process.