



Educate, Inspire, Enrich

## Job Description: Excursion and Activity Co-ordinator

Reporting to the Excursion & Activity Manager

The Excursion & Activity Co-ordinator is responsible for planning and implementing the activity programme in conjunction with the Excursion and Activity Manager. Their main responsibility is to make the activities fun and safe for everyone involved and ensure that they run smoothly. They will also be required to lead excursions in and around London. They should create an environment of co-operation between all staff, group leaders and students.

### Essential qualities and skills:

- ✓ Experience of summer schools or working with young people
- ✓ Boundless energy and enthusiasm
- ✓ Excellent communication and motivational skills
- ✓ Committed to ensuring the safety of students
- ✓ Adaptability and flexibility

### Desirable qualities and skills:

- ✓ Willingness to learn and be creative
- ✓ Knowledge of the local area
- ✓ Relevant First Aid qualification
- ✓ Qualifications/experience in related subjects such as drama, sports and music etc
- ✓ Comfortable using the Underground

### Working Hours:

An Excursion & Activity Co-ordinator is required to work 24 sessions per fortnight. A session is defined as an afternoon activity, an evening activity or a half-day excursion (a full-day excursion is two sessions). Airport transfers may be considered as one or two sessions depending on the duration. A minimum of 22 out of the 24 sessions will be on delivery of the activity and excursion programme. One session will be utilised for the planning and preparation of the activity programme, in conjunction with the Excursion and Activity Manager. **One session is reserved to cover any supervisory duties (meal times etc) as arranged by the Centre Management.** In some centres excursions and activities may take place at weekends and it may be necessary for ACs to work on six consecutive days.

### Duties:

- ✓ Comply with the relevant sections of the Sports & Activities handbook
- ✓ Responsible for ensuring that the Operating and Safeguarding Handbook is adhered to by all staff and that good standards of Health and Safety are maintained at all times.
- ✓ Safeguard the welfare and protection of the students in accordance with our Safeguarding Policy
- ✓ Attend the staff induction and assist with the centre set up as required
- ✓ Meet and greet students at the airport and accompany them to the Centre as required
- ✓ Ensure that all evening activity equipment and materials are in place for the start of the course
- ✓ Plan, prepare and lead (in conjunction with the Excursion and Activity Manager) an engaging programme of activities and ensure that the staff are involved and enthusiastic
- ✓ Ensure that group leaders and students are aware of the timetable and participate
- ✓ Participate in staff meetings
- ✓ Read, understand and sign off to all risk assessments for excursions
- ✓ Lead excursions when required and ensure the safety and welfare of students at all times
- ✓ Support the Excursion and Activity Manager in the preparation and delivery of all excursions and activities.
- ✓ Feedback regularly to your Excursion and Activity Manager and Centre Manager
- ✓ Complete exit feedback at the end of your contract
- ✓ Regularly update an activity notice-board
- ✓ Deal quickly and effectively with student and group leader queries regarding excursions and activities
- ✓ Maintain accident and damage records
- ✓ Maintain and be responsible for all activities equipment, materials and registers
- ✓ Ensure the activities programme complies with the British Council guidelines (e.g. supervision ratios)
- ✓ Work with all staff and group leaders to maintain staff and student discipline
- ✓ Contribute to (in conjunction with the Excursion and Activity Manager) brief staff appraisals for all excursion and activity staff
- ✓ Dress appropriately at all times
- ✓ Supervise mealtimes (and lights-out for residential staff) as required
- ✓ Maintain an entirely professional manner at all times and in all dealings with students
- ✓ Maintain the good name and reputation of UKLC at all times

This job description is an outline of your main responsibilities. Within the context of your contract of employment, the company may, within reason, request you undertake other tasks and duties as needs dictate.

**Basic weekly salary is £325+, with increments awarded for returnees and based on experience, qualifications and size of centre. All salaries are paid monthly in arrears.**  
**Full board accommodation is provided in return for full residential support and some supervision duties; these will be in the form of mealtime duty and lights-out duty which will be on a rota basis.**