

# Excursion and Activity Manager

## Job Description 2024



To apply, please complete the application form [here!](#)

The Excursion and Activity Manager is responsible for overseeing all sports, activities, visits and excursions and managing the relevant team members. Their main responsibility is to make the activities fun and safe for everyone involved and ensure that the excursions run smoothly. They should create an environment of cooperation between the team, group leaders and students.

Person Specification		
Reporting to: The Centre Manager and Senior Leadership Team		
	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>✓ Experience of summer schools or working with young people.</li> <li>✓ Proven leadership ability.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Previous summer school / travel &amp; leisure industry experience.</li> <li>✓ Previous experience in a management role.</li> </ul>
<b>Skills and Knowledge</b>		<ul style="list-style-type: none"> <li>✓ A thorough knowledge of the local area.</li> </ul>
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>✓ Relevant sports qualifications.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>✓ Adaptability and flexibility.</li> <li>✓ A desire to work with young people from different cultures.</li> <li>✓ Excellent communication and motivational skills.</li> <li>✓ Excellent communication and motivational skills.</li> <li>✓ Boundless energy and enthusiasm.</li> </ul>	<ul style="list-style-type: none"> <li>✓ A love of sport.</li> </ul>
<b>Legal requirements</b>	<ul style="list-style-type: none"> <li>✓ Full right to work in the UK.</li> </ul>	
<b>Safer Recruitment Checks</b>	<ul style="list-style-type: none"> <li>✓ Minimum of 2 reference checks</li> <li>✓ Enhanced DBS Check.</li> <li>✓ Overseas Police Check (if applicable).</li> </ul>	

Salary and Benefits
<ul style="list-style-type: none"> <li>• Full-board accommodation is provided at no additional cost to you.</li> <li>• Holiday pay will be added to your final pay packet.</li> <li>• All salaries are paid monthly in arrears.</li> <li>• Weekly salary of £690.</li> <li>• Assistant Excursion and Activity Manager positions are available at some centres (starting at £575 per week). Please contact us for more information.</li> </ul>

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### Responsibilities

#### Pre- Course:

- ✓ Comply with the Excursion and Activity Manager Handbook and to be familiar with all other team handbooks.
- ✓ Responsible for ensuring that the Operations and Safeguarding Handbook is adhered to by all the team and that good standards of Health and Safety are maintained at all times.
- ✓ Attend the pre-summer online training.
- ✓ Attend the pre-summer Management Training.
- ✓ Complete the Safeguarding, Prevent and Child Mental Health online training courses.
- ✓ Ensure that everything is in place for a successful start to the course (this involves spending a few days prior to the arrival of the students organising and preparing the centre and attending any management inductions).
- ✓ Prepare and lead a comprehensive team induction day ensuring that all the team are made aware of their responsibilities and duties.
- ✓ Support the Centre Manager in the preparation of the centre.

#### During the Course:

- ✓ To be part of the on-site management team and work with the Centre Manager and Course Director (including being part of a rota of overnight duty manager care).
- ✓ Ensure that all activity equipment and materials are in place for the start of the course.
- ✓ Plan, prepare and lead (in conjunction with the Sports Co-ordinator) an engaging programme of afternoon and evening activities and ensure that the team are involved and enthusiastic.
- ✓ Oversee all sports and afternoon activities, ensuring adequate supervision.
- ✓ Provide registers for all activities and ensure they are completed.
- ✓ Do whatever is necessary to ensure that excursions run smoothly and the students get the most out of the experience.
- ✓ Publicise activities and ensure that group leaders and students are aware of and participate in them.
- ✓ Provide group leaders with sufficient information about each activity/excursion.
- ✓ Confirm all bookings for excursions and visits.
- ✓ Liaise with the Centre Manager and Course Director in the organisation of the team rota.
- ✓ Safeguard the welfare and protection of our students in accordance with our Child Protection Policy.
- ✓ Assist the Centre Manager with the team induction and the meeting and greeting of new groups.
- ✓ Participate in group leader meetings to ensure that the programme is fulfilling their expectations and to receive their feedback and input.
- ✓ Feedback regularly to your Centre Manager and Senior Leadership Team.
- ✓ Create and regularly update an activity noticeboard.
- ✓ Deal quickly and effectively with student and group leader queries regarding activities.
- ✓ Research and organise optional excursions as requested by group leaders.
- ✓ Provide team training when required.
- ✓ Maintain accident and damage records.

- ✓ Participate in team meetings to ensure that all team members are involved with and engaged in the activity programme.

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- ✓ Maintain the good name and reputation of UKLC at all times.
- ✓ Manage, maintain and be responsible for all activity equipment and materials
- ✓ Work with the Course Director and Teacher+ (where appropriate) to ensure the integration of the activity and teaching programme.
- ✓ Supervise and take an active role in as many activities as possible.
- ✓ Ensure the activities programme complies with the British Council guidelines.
- ✓ Work with all the team and group leaders to maintain team and student discipline.

### **Post-Course:**

- ✓ Complete exit feedback at the end of your contract.
- ✓ Write (in conjunction with the Management Team) brief appraisals for all team members.
- ✓ Submit a summary report at the end of the course.
- ✓ Support the Centre Manager in the shutdown of the centre.

### **A Testimonial of a Former Excursions and Activity Manager**

Working with UKLC has been absolutely fantastic and so rewarding. The team were all incredibly friendly and supportive and could not have been more welcoming. It was such a fantastic experience to interact with students and teachers from across the world and learn about their countries and cultures. It was lovely to see both the students having a brilliant time on the excursions and also the team members enjoying leading them.

**Issy, Summer 2023**



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## Centres Available for Excursions and Activity Managers

*You will also need to attend induction prior to starting your contract. Specific dates and times will be set closer to the time.*

<b>Summer Centres</b>	<b>Centre Dates</b>	<b>Link</b>
Clifton College, Bristol	7th July - 18th August 2024	<a href="#"><u>Clifton College</u></a>
Dean Close School, Cheltenham	3rd July - 31st July 2024	<a href="#"><u>Dean Close School</u></a>
Chester University	30th June - 11th August 2024	<a href="#"><u>University of Chester</u></a>
King's College, London – Waterloo Campus	1st July - 26th August 2024	<a href="#"><u>King's College London</u></a>
Reaseheath College, Nantwich	5th July - 2nd August 2024	<a href="#"><u>Reaseheath College</u></a>
Queen Mary University of London	16th June - 11th August 2024	<a href="#"><u>Queen Mary University</u></a>
UCFB, Wembley	1st July - 26th August 2024	<a href="#"><u>UCFB Wembley</u></a>
Queen Anne's School, Reading	7th July - 4th August 2024	<a href="#"><u>Queen Anne's School</u></a>
Bootham School, York	8th July - 5th August 2024	<a href="#"><u>Bootham School</u></a>

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.