

Excursion and Activity Coordinator

Job Description 2024



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

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 the team, group leaders and students.

Person Specification		
Reporting to: Excursion & Activity Manager		
	Essential	Desirable
Experience	✓ Experience of summer schools or working with young people	✓ Comfortable using the London Underground
Qualifications		<ul style="list-style-type: none"> ✓ Relevant First Aid Qualification ✓ Qualifications/experience in related subjects such as drama, sports and music etc.
Skills and Knowledge	✓ Committed to ensuring the safety of students	✓ Knowledge of London
Personal Qualities	<ul style="list-style-type: none"> ✓ Boundless energy and enthusiasm ✓ Adaptability and flexibility ✓ Excellent communication and motivational skills 	✓ Willingness to learn and adopt new teaching methods
Legal requirements	✓ Full right to work in the UK	
Safer Recruitment Checks	<ul style="list-style-type: none"> ✓ Minimum of 2 reference checks ✓ Enhanced DBS Check ✓ Overseas Police Check (if applicable) 	

Salary and Benefits
<ul style="list-style-type: none"> ✓ Full-board accommodation is provided at no additional cost to you. ✓ All salaries are paid monthly in arrears. ✓ Weekly salary of £480.

Excursion and Activity Coordinator

Job Description 2024



Responsibilities

Pre- Course:

- ✓ Comply with the relevant sections of the Excursions & Activities Handbook.
- ✓ Responsible for ensuring that the Operating 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 company and activity team inductions and assist with the centre set up as required.
- ✓ Attend the pre-summer online training.
- ✓ Complete the Safeguarding and Prevent online training courses.

During the Course:

- ✓ Safeguard the welfare and protection of the students in accordance with our Safeguarding Policy.
- ✓ 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 team are involved and enthusiastic.
- ✓ Regularly update an activity noticeboard.
- ✓ 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 the team and group leaders to maintain team and student discipline.
- ✓ Contribute to (in conjunction with the Excursion and Activity Manager) brief team appraisals for all the excursion and activity team.
- ✓ Dress appropriately at all times.
- ✓ Supervise mealtimes (and lights-out for residential team members) 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.
- ✓ Ensure that group leaders and students are aware of the timetable and participate.
- ✓ Participate in team 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.

Post-Course:

- ✓ Complete exit feedback at the end of your contract.

Excursion and Activity Coordinator Job Description 2024



Centres Available for Excursion and Activity Coordinators

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

Summer Centres	Centre Dates	Link
King's College, London – Waterloo Campus	1st July - 26th August 2024	King's College London
Queen Mary University of London	16th June - 11th August 2024	Queen Mary University

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.