



Excursion and Activity Manager

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

At UKLC, we provide residential and homestay English language and activity programmes for international students aged 11-17 years. Our aims are simple: to Educate, Inspire and Enrich future generations. We are passionate about providing life-changing experiences for young international learners.

As an Excursion and Activity Manager, you will oversee all sports, activities, and excursions, ensuring that every aspect runs smoothly and safely. You will lead and motivate a team to create a positive, cooperative environment that enriches the experience for students, group leaders, and the team alike.

Job Description

Contract Type: Fixed Term

Reporting to: Centre Manager and the Senior Leadership Team

Opportunity for Progression: Centre Manager

Pre-Summer Preparation

- ✓ Attend the pre-summer online training.
- ✓ Attend the pre-summer Management Training.
- ✓ 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).

Summer Management and Delivery

- ✓ 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.
- ✓ 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.
- ✓ 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.
- ✓ 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 receive their feedback and input.
- ✓ 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.
- ✓ Participate in team meetings to ensure that all team members are involved with and engaged in the activity programme.
- ✓ Manage, maintain and be responsible for all activity equipment and materials.
- ✓ Work with the Course Director and Assistant Course Director (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.

Feedback, Communication and Administration

- ✓ Feedback regularly to your Centre Manager and Senior Leadership Team.
- ✓ Maintain accident and damage records.
- ✓ Create and regularly update an activity noticeboard.
- ✓ Provide registers for all activities and ensure they are completed.
- ✓ Confirm all bookings for excursions and visits.
- ✓ Liaise with the Centre Manager and Course Director in the organisation of the team rota.
- ✓ 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.
- ✓ Complete exit feedback at the end of your contract.

Safeguarding and Professionalism

- ✓ UKLC is committed to implementing our Safeguarding policies and procedures. Click [here](#) to read our Safeguarding policy. All successful candidates will need to complete Prevent and Safeguarding e-learning.
- ✓ Comply with the Excursion and Activity Manager Handbook and be familiar with all other team handbooks.
- ✓ Ensure 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.
- ✓ Complete the Safeguarding, Prevent and Child Mental Health online training courses.



- ✓ Maintain the good name and reputation of UKLC at all times.
- ✓ Safeguard the welfare and protection of our students in accordance with our Child Protection Policy.

Working Hours

Excursion and Activity Managers will work up to 60 hours per week based on a six-day working week.

Salary and Benefits

- ✓ All salaries are paid monthly in arrears.
- ✓ Weekly salary (including holiday pay) is £806.90.
- ✓ Holiday pay will be added at the end of contract.
- ✓ Full-board accommodation is provided.

- ✓ Assistant Excursion and Activity Manager positions are available at some centres, with a weekly salary of £664.40 (including holiday pay) based on 50 hours over a six-day working week. Please contact us for more information.



Person Specification

- ✓ Essential
- Desirable

Experience

- ✓ Experience of summer schools or working with young people.
- ✓ Proven leadership ability.
- Previous summer school / travel & leisure industry experience.
- Previous experience in a management role.

Qualifications

- Relevant sports qualifications.

Skills and Knowledge

- ✓ Committed to ensuring the safety of students.
- A thorough knowledge of the local area.

Personal Qualities

- ✓ Adaptability and flexibility.
- ✓ A desire to work with young people from different cultures.
- ✓ Excellent communication and motivational skills.
- ✓ Excellent communication and motivational skills.
- ✓ Boundless energy and enthusiasm.
- A love of sport.

Legal Requirements

- ✓ Full right to work in the UK.

Safer Recruitment Checks

- ✓ Minimum of 2 reference checks.
- ✓ Enhanced DBS Check.
- ✓ Overseas Police Check (if applicable).



Available Centres

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

-  King's College, London (30th June – 25th August 2025)
-  Queen Mary University London (22nd June – 24th August 2025)
-  Clifton College, Bristol (8th July – 19th August 2025)
-  Dean Close School, Cheltenham (2nd July – 13th August 2025)
-  Queenswood School, Hatfield (7th July – 4th August 2025)
-  Queen Anne's School, Reading (6th July – 10th August 2025)
-  Chetham's School, Manchester (6th July – 3rd August 2025)
-  Reaseheath College, Nantwich (4th July – 1st August 2025)
-  University of Portsmouth (7th July – 4th August 2025)
-  St Swithun's School, Winchester (13th July – 10th August 2025)
-  Bootham School, York (7th July – 4th August 2025)

Join Us!

As an Excursion and Activity Manager at UKLC, you will play a pivotal role in creating meaningful experiences for young learners. Bring your energy and enthusiasm to inspire students, enrich their lives, and help deliver a summer they will never forget.

Ready to inspire? [Click here to apply!](#)

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.

