

## 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 8-17 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 an online pre-summer training session and in-person inductions.
- Attend the team induction and assist with centre setup.
- Attend the pre-summer Management Training.
- Ensure that your centre and team are fully prepared for the start of the course. This will involve spending a few days prior to the students' arrival organising and prepping the centre.

#### Summer Management and Delivery

- Prepare and lead a comprehensive team induction day.
- Support the Centre Manager in the preparation of the centre.
- Assist the Centre Manager with the team induction and the meeting and greeting of new groups.
- 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 which involves having the duty phone).
- 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 or Excursion and Activity Coordinator if applicable) 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.
- 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.
- Participate in group leader meetings to ensure that the programme is fulfilling their expectations and encourage 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 applicable) to ensure the integration of the activity and teaching programme.
- Supervise and take an active role in as many activities as possible.
- Ensure the activity 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 the 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.
- In conjunction with Centre Manager and Course Director, write team reviews for all of your team.
- Support the Centre Manager with 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.
- Read and adhere to the Operating and Safeguarding Handbook and information on AirManual.
- Maintain good standards of Health and Safety at all times.

- All successful candidates will need to complete Prevent and Safeguarding e-learning.
- Complete Child Mental Health online training courses.
- Safeguard the welfare and protection of our students in accordance with our Child Protection Policy.
- Act as a positive role model, promoting UKLC's values at all times.

### **Working Hours**

- You will work up to 60 hours per week based on a six-day working week.

### **Salary and Benefits**

- This is a residential role. Full-board accommodation is provided. We do **not** deduct any money from your salary for board and lodgings. You will be fully catered for during your time with us.
- All salaries are paid monthly in arrears (on the last day of the month).
- Holiday pay is added to final pay packet.
- Weekly salary (including holiday pay) of £857.34.

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.

Person Specification	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>Qualifications</b>		<ul style="list-style-type: none"> <li>• Relevant sports qualifications.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Committed to ensuring the safety of students.</li> <li>• Excellent communication and motivational skills.</li> <li>• Confident use of basic Microsoft Office Products especially Excel.</li> </ul>	<ul style="list-style-type: none"> <li>• A thorough knowledge of the local area.</li> <li>• Able to utilise different online tools and search engines effectively.</li> <li>• Able to confidently use filters and formulas in Excel.</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>• Boundless energy and enthusiasm.</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in sports or relevant activities.</li> </ul>
<b>Legal requirements</b>	<ul style="list-style-type: none"> <li>• Full right to work in the UK.</li> </ul>	

**Safer Recruitment  
Checks**

- Minimum of 2 reference checks.
- Enhanced DBS Check.
- Overseas Police Check (if applicable).
- Review of the applicant's online footprint and publicly accessible social media profiles, in line with statutory guidance for safer recruitment.
- We will seek to run Prohibited List Checks (if applicable)

## Available Centres

You will need to attend management training prior to the start of your contract.

Specific dates and times will be set closer to the time.

Location	Centre	Start Date	End Date
Bristol	<a href="#">Clifton College</a>	7 <sup>th</sup> July	18 <sup>th</sup> August
Cheltenham	<a href="#">Dean Close School</a>	8 <sup>th</sup> July	19 <sup>th</sup> August
Crewe	<a href="#">Cheshire Campus</a>	14 <sup>th</sup> June	9 <sup>th</sup> August
Hatfield	<a href="#">Queenswood School</a>	6 <sup>th</sup> July	3 <sup>rd</sup> August
London	<a href="#">King's College (Waterloo Campus)</a>	6 <sup>th</sup> July	31 <sup>st</sup> August
London	<a href="#">Queen Mary University London</a>	21 <sup>st</sup> June	23 <sup>rd</sup> August
Manchester	<a href="#">Chetham's School</a>	6 <sup>th</sup> July	3 <sup>rd</sup> August
Nantwich	<a href="#">Reaseheath College</a>	3 <sup>rd</sup> July	31 <sup>st</sup> July
Portsmouth	<a href="#">University of Portsmouth</a>	1 <sup>st</sup> July	29 <sup>th</sup> July
Reading	<a href="#">Queen Anne's School</a>	5 <sup>th</sup> July	9 <sup>th</sup> August
Winchester	<a href="#">St Swithun's School</a>	13 <sup>th</sup> July	10 <sup>th</sup> August
York	<a href="#">Bootham School</a>	5 <sup>th</sup> July	2 <sup>nd</sup> August

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

- ✓ Play a pivotal role in creating meaningful experiences for young learners.
- ✓ Inspire students and enrich lives.
- ✓ Help deliver a summer students will never forget.

Still need more information? Click [here](#) to hear what a summer with UKLC is like from some of our previous summer teams!