

Activity Manager

Reporting to:

Centre Director, Operations Manager

Responsible for:

Activity Leaders, Students

Working Timetable:

Usually -Six days a week – One day off; Maximum 48 hours per week.

Employment Period:

End of June - Beginning of August

Location:

Galway, Ireland; Edinburgh, Scotland; Carmarthen, Wales; York, Bristol, Worcester, Bath, Reading, London, Dover, UK

*See website for further information

Please note that due to the logistics of employment, you may be required to be moved to another centre where extra staff are required. In the event that this occurs, MLA will cover all the travel expenses that may be incurred.

MLA (Move Language Ahead) is an industry leader in providing safe, educational, and cultural programmes to students from around the world. Each year thousands of students travel with MLA as part of our short-term English as a second language (ESL) programs. Along with our proprietary ESL curriculum, we also provide our students with great excursions featuring some of the most popular historical and tourist destinations across the country.

Activity Manager; Job role & principal duties

As an Activity Manager you are responsible for managing all aspects of the Activity Programme. Ensuring that the Activity Leaders are preparing, entertaining, guiding and leading the students through a variety of activities and excursions while adhering to the policies and standards set in place by MLA. Summer centres are very busy places and there may be duties to perform in addition to those detailed below:

Management of Staff

- To motivate staff and lead by example and covering sessions if needed.
- To establish a friendly, professional, organised and motivational working culture and environment for the Activity team.
- To ensure staff skills and talents are utilised to maximum potential and create rotas.
- To ensure staff rotas are fair and transparent and that workload is delegated evenly amongst the team.

Training

- To train, manage and motivate staff to prepare and lead safe, engaging and fun activities.
- To organize, manage, motivate and monitor the activity staff team.

- To organize regular staff meetings and daily briefings while upholding a high standard of staff management.
- To make sure all staff are aware of safeguarding duties regarding under 18's.
- To monitor activity program and staff performance and lead the continual development of the activity staff including appraisals and performance evaluations.

Welfare/Safeguarding

- You must take reasonable responsibility for the students under your charge and always act to secure and never to endanger their physical and moral welfare.
- To maintain proper levels of student discipline, safety and welfare.
- To ensure yourself and staff are aware of safeguarding and welfare duties regarding under 18's.
- To address any student or staff concerns, keep a log, report to the relevant persons involved and follow up with a record of the outcome.
- To carry out residential supervision duties, including meal and pastoral supervision and guardian duties.
- Welcoming new students to the centre.
- Airport assistance.
- Arrival/Departure procedures.

Company Quality Performance

- You will act as a representative of the Company.
- You will always spread a favourable image of the Company, promote its interests and endeavour to uphold its standards of performance.
- You will ensure that what has been sold to the client is provided at the centre.
- You will ensure customer satisfaction making sure proper levels of student safety, welfare and discipline are maintained.
- To develop positive relationships and maintain open lines of communication with Group Leaders. You must acknowledge the company's main priority is the Group Leaders and liaise with all Group Leaders through daily meetings, taking part in all the meals and meeting their needs in any possible way.

Administration Duties

- To ensure that the academic and recreational programmes are integrated and high quality.
- To ensure student discipline, safety and welfare policies are implemented and adhered to.
- To plan, book and confirm the Activity and Excursion programme.
- To arrange and communicate all the transfers (excursions / arrivals / departures).
- To carry out residential supervision duties, including meal and pastoral supervision.
- To be responsible for the 24hr emergency duties 1-2 days/week.

Liaising

- To establish a friendly, professional, organised and motivational working relationship with the Centre Director.
- To create a strong working culture and environment for the Activity team.

- To assist, support, and cover for other managers when required.
- To develop and maintain open lines of communication with Group Leaders.
- To liaise with all other members and departments of the MLA team, developing professional relationships and keeping all lines of communication open.

In the Classroom/On an Excursion/During an Activity/At the Centre

- To behave in a professional manner and demonstrate leadership skills.
- To adhere to Safeguarding and Welfare duties.
- To provide support on all activities and to all participants at all times.
- Please refer to the Activity Leaders Manual for more detailed information of duties on an Excursion and During an Activity.

To uphold MLA as an industry leader in providing safe, educational, and cultural programmes to students from around the world

In the Classroom/On an Excursion/During an Activity/At the Centre

1. To behave in a professional manner and demonstrate leadership skills.
2. To adhere to Safeguarding and Welfare duties.
3. To provide support to all staff, Group Leaders and students at all times.

MLA Staff Training

- To attend all required paid training and induction meetings and take an active part in discussion and feedback prior to start of employment.
- Review programs and itineraries and become knowledgeable about activities, attractions, excursions and evening entertainment.
- Prepare and lead activity and excursion training sessions to all activity staff.
- Complete any required training sessions/courses both online and in person as directed.
- Provide all necessary paperwork prior to employment.

MLA Staff CDP

- All staff are observed in the first week of employment & have appraisals and goal setting tasks.
- You need to be able to set yourself goals that you would like to work on during your time with MLA.
- Weekly training or feedback sessions for yourself as well as leading these sessions for activity staff.

Health & Safety

- To comply with all health and safety, first aid and welfare procedures as required by the Company.
- Being aware of relevant fire, health and safety issues in the classroom and around the centre and during excursions.
- This role involves lifting and standing for long periods of time.

MLA Child Protection & Safeguarding

- All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to, and comply with, Move Language Ahead's Safeguarding Policy.
- To provide safety and welfare assistance to students.
- To be vigilant for possible welfare problems of students.

Move Language Ahead Reputation & Code of Conduct

- To actively support MLA in its mission to provide quality learning.
- To provide courses that will challenge the students (realise their potential) and work together to reach their academic targets and support them.
- To comply with management requests to follow the guidelines of external organisations such as British Council in a timely and accurate manner.
- To be dressed in a presentable professional way and always start on time and if this is not possible to inform your manager as early as possible.
- Develop a good rapport with the students and Group Leaders and avoid absences as much as possible.
- There is a specific list of what code of conduct we expect from all staff members in our Staff Handbook.

Move Language Ahead Equal Opportunities Statement

- Our Equal Opportunities Policy states: - “In the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual meets, or is likely to meet the requirements of the programme or course or post.
- The requirements being met, no employee will be discriminated against on the basis of their sex, race, colour, ethnic origin, nationality (within current legislation), age, disability, sexual orientation, marital status, caring or parental responsibilities, or beliefs on matters such as religion or politics.”

Move Language Ahead Welfare and Safeguarding Statement:

MLA is committed to safe practices in recruitment and selection that includes consideration of issues to do with child protection, safeguarding and promoting the welfare of children and young people. Successful applicants will undergo an Enhanced DBS check, have their references verified and checks completed in line with our Safeguarding & Safer Recruitment Policy.”

Person Specification for Activity Manager**Qualifications/Experience – Desirable/Ideally you will have:**

- A First Aid qualification or willingness to obtain is desirable.
- Lifeguard and or/ other coaching qualification.
- Experience of training for or working in the Sport, Leisure or similar industry.
- Knowledge of the rules and able to lead of one or more sports / games.
- An interest and ability to organise activities such as drama, arts & crafts, talent shows, quiz nights, etc...
- Previous experience on a similar role or previous summer school experience.

Essential Skills

- Strong managerial presence and team player
- Summer School or Camp experience

- Flexibility and adaptability
- Ability to work within budgets
- Good communication, motivational and interpersonal skills
- Excellent multi-tasking and organizational skills
- Ability to work in a high-pressure environment
- Enthusiasm and ability to inspire the team of staff

Compensation:

£500/week

*Inclusive of Holiday Pay (12.07%)

**Free room and board

PHYSICAL DEMANDS

Do the essential functions of this job require lifting? Yes

If yes, how many pounds? 25 lbs.

Do the essential functions of this job require standing? Yes

Do the essential functions of this job require walking upstairs? Yes

Do the essential functions of this job require stretching? No

Do the essential functions of this job require bending? No