

## ACTIVITY MANAGER (2024)

### Safeguarding

We are committed to safeguarding and promoting the welfare of children. We require all employees to provide 2 references, 2 proofs of ID, and to read and implement our safeguarding policy. All references will be followed up, gaps in CVs must be explained satisfactorily and appropriate criminal checks (enhanced DBS check – paid for by Elac - or equivalent Police check) will be required prior to confirmation of appointment. Further policies can be found in the Staff Guide and Handbook. We require all staff to present original certificates and documents on arrival at the centre.

### Job Overview

The role of Activity Manager is to oversee the running of the social programme provided to the students. The programme should be fun, engaging, inclusive and enjoyable for everyone. The Activity Manager is responsible for a team of activity leaders and will support them in the delivery of a high-quality activity programme. The quality of the course is determined by their input and decisions, so it's important that they are organised, efficient, approachable, and motivational. Additionally, the Activity Manager will interact with their activity team, senior staff, teachers, students, and the Group Leaders.

### Person Specification

You need to be **eligible to work in the UK and be 18 or over**

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• have GCSE's &amp; A-Levels</li> <li>• a Degree or equivalent</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Coaching qualifications</li> <li>• a First Aid certificate</li> <li>• Child Protection Training</li> <li>• Full driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Proof of qualifications</b></li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>• have experience in sports, drama &amp;/or arts &amp; crafts</li> <li>• experience working with single &amp; mixed nationality groups</li> <li>• experience working in residential language schools for Young Learners</li> </ul>	<ul style="list-style-type: none"> <li>• have experience supervising on educational visits</li> <li>• Have experience in Dance &amp;/or Choreography, Drama &amp;/or Performing Arts or Art &amp; Craft</li> <li>• management experience</li> </ul>	<ul style="list-style-type: none"> <li>• Application form and CV</li> <li>• Interview</li> <li>• Professional references</li> </ul>
SKILLS	<ul style="list-style-type: none"> <li>• have a proficient level of fluency in English</li> <li>• have excellent communication skills</li> <li>• have ability to inspire an activity team</li> <li>• have Leadership Skills</li> <li>• be flexible &amp; motivated</li> </ul>		<ul style="list-style-type: none"> <li>• Application form and CV</li> <li>• Interview</li> <li>• Professional references</li> </ul>
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>• have an interest in working with Young Learners &amp; student welfare</li> <li>• be willing to work as part of a team</li> </ul>		<ul style="list-style-type: none"> <li>• Application form and CV</li> <li>• Interview</li> <li>• Professional references</li> </ul>

Activity Manager report to the Centre Manager and Assistant Centre Manager

#### Pre-Course

- To complete Elac's online induction and training prior to arrival in the centre.
- To attend all staff training (both online and/or at the centre) directly before the start of the course.

#### Management

- To organise & manage the activity timetable
- To manage the activity staff induction.
- To support the Assistant Centre Manager in the planning and management of the educational visits programme.
- To maintain recommended staffing levels in liaison with the Centre Manager
- To support & guide staff in the preparation & delivery of sessions, as well as providing them with feedback.
- To encourage student involvement in extra-curricular activities.
- To communicate with students to help improve their English skills.
- To manage the activity equipment effectively.
- To run activity sessions and/or accompany students on excursions when required to meet operational demands.
- To communicate effectively with the centre management team, Group Leaders, Activity Leaders, Teachers and students.
- To carry out the 24hr emergency duty (on a rota basis).

#### Safeguarding

- To liaise with support staff and group leaders on student welfare.
- To adhere to all Elac Study Vacations policies & procedures and to implement Elac's Safeguarding policy at all times.

#### General

- To undertake any reasonable duties as and when required.

**Further guidance on what is expected in this role can be found in the Centre Manager's Handbook and Senior Staff Guide.**

**This job description outlines the main responsibilities and tasks of the job. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Centre Manager. We remind successful applicants that a busy summer school environment requires flexibility from all staff members.**

### Working Hours

- The Activity Manager works six days out of seven each week and is part of a duty rota with other senior staff.
- Due to the nature of summer schools, we expect management staff to be flexible in relation to working hours.
- The Activity Programme covers much of the working day, 8:30–22:30. Although the Activity Manager is responsible for the management of the activity programme, it is expected the Activity Manager will delegate responsibility for supervising certain sessions to the Deputy Activity Manager or other members of the activity team.
- Attendance at management training, both onsite and online is required as part of taking up this position. A contribution for this of £50.00 is provided at the end of the contract.
- Attendance at the Key Staff Meeting is desirable with arrival to Bath on Wednesday 26<sup>th</sup> June (eve) with training on Thursday 27<sup>th</sup> and Friday 28<sup>th</sup> June 2024.

### Remuneration

- There are 5 Salary levels that an applicant can be offered in their contract. The level of experience in the EFL field and/or summer schools & loyalty to Elac Study Vacations are taken into consideration when deciding an applicant's salary level.
- This post is residential & includes residential board and accommodation.
- Pay in lieu of any untaken holiday (12.07% of total gross salary) will be added at the end of the contract.

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
<b>ACTIVITY MANAGER</b>	£620.00pw	£635.00pw	£650.00pw	£665.00pw	£690.00pw
<b>+ 12.07% HOLIDAY PAY</b> (if no holiday taken)	£74.83pw	£76.64pw	£78.46pw	£80.27pw	£83.28pw
<b>TOTAL WEEKLY PAY</b>	<b>£694.83pw</b>	<b>£711.64pw</b>	<b>£728.46pw</b>	<b>£745.27pw</b>	<b>£773.28pw</b>

### Easter Centre Dates

Centre	Student Ages	On-site Management Training	Contract Dates	Contract Lengths
Eastbourne College, Eastbourne	10 – 17 years	23 <sup>rd</sup> March	24 <sup>th</sup> March – 13 <sup>th</sup> April	3 Weeks
Prior Park, Bath	10 – 17 years	29 <sup>th</sup> March	29 <sup>th</sup> March – 13 <sup>th</sup> April	4 Weeks

**Summer Centre Dates**

<b>Centre</b>	<b>Student Ages</b>	<b>On-site Management Training</b>	<b>Contract Dates</b>	<b>Contract Lengths</b>
Bath Spa University, Bath	10 – 17 years	29 <sup>th</sup> June	30 <sup>th</sup> June – 12 <sup>th</sup> August	4 – 6 Weeks
Ardingly College, Haywards Heath	10 – 17 years	29 <sup>th</sup> June	30 <sup>th</sup> June - 12 <sup>th</sup> August	4 - 6 Weeks
Nottingham University, Nottingham	10 – 17 years	30 <sup>th</sup> June	1st July – 30 <sup>th</sup> July	4 Weeks
Eastbourne College, Eastbourne	10 – 17 years	30 <sup>th</sup> June	1 <sup>st</sup> July – 13 <sup>th</sup> August	4– 6 Weeks
Christ's Hospital School, Horsham	10 – 17 years	1 <sup>st</sup> July	1 <sup>st</sup> July – 14 <sup>th</sup> August	4 – 6 Weeks
Royal Agricultural University, Cirencester	7 – 17 years	1 <sup>st</sup> July	2 <sup>nd</sup> July – 14 <sup>th</sup> August	4 - 6 Weeks
Prior Park College, Bath	10 – 17 years	6 <sup>th</sup> July	7 <sup>th</sup> July – 5 <sup>th</sup> August	3 - 4 Weeks