

Where learning meets adventure



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Applicant information pack

Job title: **Social Programme Manager**

Job type: **Full-Time, Temporary**

Supported by: **Centre Manager**



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Safeguarding Commitment:

Elac prioritise the welfare of children. All employees must:

- Provide two professional referees and two proofs of ID
- Read and follow our safeguarding policy
- Undergo reference checks and explain CV gaps
- Complete an enhanced DBS check (paid by Elac) or equivalent Police check
- Ensure they have a copy of the Policies (in the Temporary Staff Handbook)
- Present original certificates and documents upon arrival

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Why Work With Us

- ✓ 35 years' experience
- ✓ Caring dedicated team
- ✓ Independently owned
- ✓ Professional development
- ✓ Progression opportunities
- ✓ Support



Professionalism



Integrity



Relationships

Our Values



Innovation



**Social &
Environmental
Ambition**



Your Development

What you will gain from working with us:



A Strong Sense of Community: Build lasting friendships and connections



Global Exposure & Cultural Enrichment: Work in an international environment and meet diverse people from around the world. Learn about and appreciate different cultures



Skill Development: Enhance your soft skills e.g., leadership, problem-solving, teamwork, and intercultural communication, and acquire many more in-demand transferable skills



Career Advancement: Access better opportunities to progress in various fields such as education, business, management, leisure, and sports leadership. Opportunities to progress within the Elac team

We are proud to provide ample opportunities for professional development. We offer:

Teachers

- Pre-summer training
- Safeguarding training
- Continuous feedback
- Lesson observations with feedback
- Development workshops
- Appraisal

Activity Leaders

- Pre-summer training
- Safeguarding training
- Continuous feedback
- Activity session observations and feedback
- Appraisal

Managers

- Pre-summer online training
- Key-staff training event
- Safeguarding training
- Continuous feedback
- Mid-course review
- Appraisal





About Us

Vision Statement

Our goal is to be an independent, ethical, and environmentally-aware organisation dedicated to the teaching of English, and more generally to the nurturing of positive values in young people in an international setting.

To achieve this goal, we aim to provide a secure, welcoming, inclusive and fun environment where students can feel at ease with each other and our staff, whilst on a course which they find both stimulating and challenging.

We believe that this will provide the platform we need to deliver the following outcomes for our students:

- **A development of their language skills and confidence**
- **A deepening of their knowledge and understanding of British life and culture**
- **A broadening of their outlook on the world and awareness of other perspectives**
- **New, wide-ranging and long-lasting friendships that cross cultures**

Discover more about our vision, values, and story [here](#)





Support & Wellbeing

Our Commitment to Support

We recognise the importance of robust support in a fast-paced summer school environment. To ensure our staff feel confident and prepared, we offer comprehensive support both before and during the course. This includes:

- **Thorough pre-employment training and induction**
- **Role-specific handbooks**
- **Extensive academic resource materials**
- **Pre-prepared lessons and activities**
- **Activity and excursion handbooks**
- **Experienced managers**
- **Collaborative working environment**
- **Trained mental health First Aiders**
- **Wellbeing strategies**

We are dedicated to addressing any concerns, reacting to feedback, and stepping in whenever necessary to support our team.





Role Overview

The role of Social Programme 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 Social Programme 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 Social Programme Manager will interact with their activity team, senior staff, teachers, students, and the Group Leaders.

Key Responsibilities:

- **Co-ordinate the Timetable:** Organise and manage the activity timetable, work with the Excursion Manager to staff excursions, and liaise with the Centre Manager to create staff rotas that meet required ratios.
- **Training and Support:** Attend pre-course training and lead the induction for Activity Leaders. Provide ongoing support, guidance, and feedback to ensure the successful delivery of activities.
- **Feedback and Improvement:** Collect feedback from students, group leaders, and staff to refine the programme and enhance the overall experience.
- **Programme Management:** Oversee the effective management of activity equipment and encourage student participation in extra-curricular activities. Promote and plan evening socials, run activity sessions, and accompany students on excursions as needed.
- **Safeguarding:** Collaborate with support staff and group leaders to address student welfare concerns. Adhere to Elac Study Vacations' policies and procedures, implementing the safeguarding policy at all times to maintain a safe environment.





Additional Responsibilities

Pre Course

- Complete Elac's online staff induction before arrival
- Attend all pre-course staff training (online and at the centre)

Management

- To organise & manage the activity timetable
- To lead and manage the activity staff induction.
- To support the Social Programme Co-ordinator in the planning and management of the Evening Socials and Cultural Exchange
- 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 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).

Administrative

- To prepare feedback for the Head of Social Programmes and Educational Excursions
- Agree to be observed by Head of Social Programmes and Educational Excursions

Safeguarding and Pastoral

- 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 communicate with students to help improve their English skills.
- Undertake any reasonable duties as and when required
- Read and adhere to the Elac policies

This job description covers the main duties, but tasks may change as needed. Flexibility is important in our busy summer school environment.



Are you right for us?

Essential

Desirable

Qualifications

- Have GCSE's & A-Levels
- A Degree or equivalent

- Coaching qualifications
- A First Aid certificate
- Child Protection Training
- Full driving licence

Experience

- Have experience in sports, drama or creative activities.
- Experience in organising events or activities.
- Experience working with single & mixed nationality groups
- Experience working in residential language schools for Young Learners

- Have experience supervising on educational visits
- Managing or leading a team.

Skills

- Have a proficient level of fluency in English
- Excellent communication skills
- Excellent organisational and time management skills.
- Strong Leadership Skills
- Be flexible & motivated

- Proficient use of IT tools such as email spreadsheets etc
- Problem solving skills for handling unexpected situations
- Creative Skills for designing an innovative programme

Personal Qualities

- Have an interest in working with Young Learners & student welfare
- Be willing to work as part of a team
- Enthusiastic and proactive approach
- High Level of Professionalism and reliability.

- Confident public speaking



Pay & Conditions

	Level 1	Level 2	Level 3	Level 4	Level 5
Basic Weekly Pay	£670.00	£685.00	£700.00	£715.00	£740.00
+12.07% Weekly Holiday Pay <u>If no holiday taken</u>	+£80.87	+£82.68	+£84.49	+£86.30	+£89.32
Total Weekly Pay (if no holiday taken)	£750.87	£767.68	£784.49	£801.30	£829.32

- **Work Schedule:** The Social Programme Manager works six days a week and may share duty responsibilities with other senior staff.
- **Flexibility:** Due to the nature of summer schools, flexibility in working hours is expected
- **Activity Programme:** The programme runs from 8:30 to 22:30. While the Social Programme Manager oversees the programme, they can delegate supervision to the Social Programme Co-Ordinator or other team members
- **Training:** Attendance at both online and on-site training sessions is required. A payment of £80 will be paid to staff who complete all training sessions. Those who do not attend the on-site training will receive a reduced payment of £30. These payments will be paid at contract end
- There is also a Key Staff Meeting, see on the right.
- **Salary Levels:** There are five salary levels based on experience in the EFL field, summer schools, and loyalty to Elac Study Vacations
- **Residential Post:** The position includes residential board and accommodation
- **Holiday Pay:** Pay in lieu of any untaken holiday (12.07% of total gross salary) will be added at the end of the contract

Key Staff Meeting:

- Arrive in Bath: Evening of June 25
- Management Training: June 26–27
- First Aid Training: Morning of June 28
- UK travel, accommodation & meals provided.

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Our Centres






Centre Details




Centre	Student Ages	Contract Dates	First night stay from	Onsite staff training
Ardingly (Ardingly College)	11 - 17 years	30th June to 12th August 2026	28th June 2026	29th June 2026 at 9.30am
Bath University (University of Bath)	11 - 17 years	30th June to 12th August 2026	28th June 2026	29th June 2026 at 9.30am
Bath Prior Park (Prior Park College)	11 - 17 years	5th July to 3rd August 2026	3rd July 2026	4th July 2026 at 9.30am
Cirencester (Royal Agricultural University)	7 - 17 years	1st July to 13th August 2026	29th June 2026	30th June 2026 at 9.30am
Eastbourne (Eastbourne College)	11 - 17 years	30th June to 12th August 2026	28th June 2026	29th June 2026 at 9.30am
Horsham (Christ's Hospital School)	11 - 17 years	7th July to 5th August 2026	5th July 2026	6th July 2026 at 9.30am
Nottingham (Nottingham University)	11 - 17 years	30th June to 12th August 2026	28th June 2026	29th June 2026 at 9.30am

We also run 2 - 3 week Spring courses at our centres in Eastbourne and Bath. If you are interested in working on our Spring course please make this clear in your application.

Apply online or send us your CV:

 elac.co.uk/application-form

 recruitment@elac.co.uk



Your Elac
adventure
awaits!



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 elac.co.uk/application-form  recruitment@elac.co.uk

elac.co.uk

