

Activities Manager (Non-residential)

Are you looking for something exciting, inspiring and unforgettable for this summer?

KKCL Juniors is a summer school with a difference! We have developed an English language programme which gets students doing creative task-based projects to help improve their English such as Filmmaking, Vox Pops, TV dubbing, Newsreading & Shakespeare for Juniors.

For this summer 2017, we have our main centre KKCL St Dominic's for teaching classes and **Harrow School, one of England's most prestigious and influential schools**, as our residential centre with homestays for non-residential students.

Report to: Head of Activities

Our summer school dates are from 25th June to 26th August 2017.

Details of Position

We are looking for enthusiastic and responsible Activities Manager who can manage our activities and excursion programme to our juniors aged 11-17 this summer with the support of our Operations Team. You will be supporting the Head of Activities and Operations Manager in all aspects of summer school management. To ensure the delivery of a high quality programme and ultimately the success of the course, this position requires a great deal of forward planning and preparation.

As the Activities Manager, your main duty is to make sure the activities and excursion programme, which includes afternoon sports, evening activities and excursions, is delivered to a high standard to all of our students. This is done by liaising daily with the Head of Activities as well as other Activity Leaders who will be delivering the programme directly. Both the Activities Manager and the Head of Activities are responsible for ensuring our international students' Group Leaders are satisfied with the activities programme we deliver, and with the KKCL summer school as a whole.

In the mornings, in addition to completing the necessary planning and paperwork, you will be overseeing the work of the Activity Leaders to ensure that all groups depart as per the scheduled timing, and that sports and activity sessions are being prepared thoroughly to the required standards. In the afternoons and evenings, the Activities Manager will ensure that everything related to the activities programme is running smoothly and also solve any daily problems that may have arisen such as unexpected delays or student absences.

There will be full training and resources provided to help you including a full induction, sample itineraries, worksheets and overviews. Also, as safeguarding is a highly important aspect, we will give you the proper training to help you understand our guidelines when working with groups, to allow for student safety whilst at the same time providing a fun and enjoyable experience for our students.

Your role:

- Manage all aspects of our activities and excursion programme according to our planned schedules.
- **Preparation & Session Planning:** Planning for upcoming excursions including itinerary preparation and route-planning. Ensuring Activities Leaders make full and effective use of their Preparation Time and that proper session plans are created for every sport, activity or event that takes place (considering the venue/location, hazards, timings, staffing levels, equipment, transport, refreshments etc.) in order to facilitate the delivery of smooth-running, well-organised and well-structured sessions. Making sure all activity leaders are well prepared and follow through the given instructions.
- Promoting the school's activities and events
- Organising the sports activities on site
- **Quality Control:** Checking that all activities leaders have the correct equipment to run activities sessions safely and efficiently by observing and participating in activities on a daily basis.

- Liaising with group leaders throughout their stay; meeting daily with group leaders to discuss / inform them of their daily schedule and deal with any questions or requests that may arise.
- **Risk Assessment:** Carrying out risk assessments for all activities and excursions; update the assessment should any new risks arise and provide staff briefings as necessary.
- Deal with optional excursions when group leaders request; liaise with the Head of activities and Operations Manager to check availability and additional costs involved to the group leaders (All costs for optional excursion must be paid at the School Office before the excursion transport / entrances are confirmed.).
- **Staff Management:** manage all activity leaders with the support of the Head of Activities; ensuring the quality of activities / excursions delivered is at high standard in accordance to KKCL policy and client expectations including staff and student discipline.
- Holding daily briefing and weekly meetings with activity leaders, Head of Activities and Operations Manager to discuss the running of the activities programme including feedback from group leaders and staff; keep records of all weekly meetings using our PM software.
- Providing regular staff development to activity leaders through formal observation / feedback sessions
- Assisting the Head of Activities regarding staff weekly rota for activities & excursions and staff pay etc; ensuring all of the activities / excursions are sufficiently well staffed for smooth and safe running
- Providing support and guidance when necessary in order to build and maintain a team of professional, competent, happy and fully effective Activities Leaders.
- **Transportation,:** Liaising with suppliers (including coach companies & booking offices for attractions) to confirm bookings for activities / excursions in advance of each excursion; keep records of services used and update on our Project Management software on a daily basis. Liaising with the Operations Manager regarding airport transfer and allocate staffing according to student arrivals and departures.
- Make sure all activity leaders are arriving back on time with the groups from excursions
- Assisting and co-ordinating with Head of Activities, House Master & Operations Manager when required
- **Budgeting:** To maintain a weekly budget and make spending decisions in order to provide the highest quality excursion / activity Programme possible, accounting for all money spent with receipts as required.

Hours of Work

Hours vary, depending on the needs of the centre, but a typical working day is from 12pm (midday) to 10pm / 9am to 7pm. Activities Managers are entitled to 1 full day off per week. The nature of the job requires managers to be flexible and willing to address situations whenever they arise. Hours can be unsocial and may include early/late starts and split shifts.

Qualification

Essential

- Must have some experience of sports or leisure pursuits in a professional context, such as coaching experience or sports or team management.
- Minimum 1 year's previous experience of working with children
- **KEEN INTEREST IN SPORT, CULTURE, SIGHTSEEING**
- Excellent communication & interpersonal skills
- Management / supervisory experience; ability to lead a team of activities leaders effectively with motivation
- Able to motivate and encourage large groups of teenagers
- Capable of using your own initiative to resolve problems
- Ability to work efficiently and effectively in a fast-paced, highly changeable, highly pressured and often challenging environment
- Strong and demonstrable awareness of Health & Safety, specifically as it relates to preparing and executing sports & activities
- Responsible and flexible; ability to cope with working irregular hours

- Have the right to live and work in the country of employment
- Complete fluency in English
- Attend training prior to starting work
- Good understanding of Office and Project Management Software
- Capable of leading and taking part in sporting activities

Desirable

- Undertaking or completed an undergraduate degree
- Experience in holiday camps or in similar structures
- First-aid certificate, qualification in child supervision, swimming certificate, etc.
- Applicants with sports coaching qualifications are preferred, especially in football, tennis, rugby, cricket & basketball

Salary and Benefits

£525 per week (including 12.07% accrued holiday pay)

Non-residential staff receive lunch when working, and dinner if working on an evening activity.

A full DBS check sponsored by KKCL.

A CPD programme to include: initial training, support and development, and full references post contract provided.

We cannot offer work permits to candidates who are not eligible to work in the United Kingdom.

Due to the volume of applications, only short-listed applicants will be contacted.

Please Note: We will require at least two references which will be followed up by our HR team. Candidates will need to undergo the necessary DBS police checks and any gaps in work history will need to be explained. 2 types of official identification and certificates (either originals or certified copies) will be required for our records.

KKCL is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We have a comprehensive Child Protection Policy and procedures in place which all employees, volunteers and contractors are expected to adhere to. You will be required to undergo a Disclosure and Barring Service check (previously called a Criminal Records Bureau check), or equivalent if living outside the UK, and you will be asked to sign the Children Act 1989 declaration safeguarding the welfare of children, and state that you have no known reason why you cannot work with children.