



# Activity Manager

Are you an [aspiring manager](#)?

Are you able to [build rapport](#) with [peers and new recruits](#)?

Do you have [experience of working with children and young people](#)?

Are you [hard-working, committed, ambitious](#), and [looking to enhance your CV](#)?

Do you have a [background in sports and/or travel and tourism](#)?

**What we are looking for:** Responsible professionals who are diligent, organised, and able to manage, motivate, and coordinate a team of inexperienced young professionals. Able to use Microsoft Office, Google Maps and Google Street View, Activity Managers are practical, logical, and forward thinking. Working knowledge of travel and tourism would be a plus along with a background in sports and sporting events for our sports campuses.

**Reporting to:** The Campus Manager and Campus Life Senior Executives

**Location:** UK & Ireland. The position is residential and therefore Activity Managers are required to live on campus for the entire duration of their contract. Full Board and Accommodation is included in the contract.

**Salary:** Starting from **£400** per week depending on skills, experience, and the centre.

**Working Hours:** You are required to as many hours as are reasonably required to carry out your role effectively. You may be required to work in excess of 48 hours per week and you will therefore be required to opt-out of the European Working Time Regulations. You will be entitled to one day off per week only to be taken on days in which students have lessons for at least half the day.

## Overview of the position

The Activity Managers take overall responsibility for on and off campus activities and excursions. This includes, but is not limited to, team games such as football and basketball, and full or half day excursions to local points of interest either by private coach or on public transport. Activity Managers also work in collaboration with the Campus Manager on the setting up and running of the campus in line with Head Office guidelines. Activity Managers will be the face of customer service, when it comes to trips and excursions, including extra bookings, planning and modification. They will also solve everyday problems, deal with emergency situations, and take responsibility for student and staff welfare and discipline under the guidance of the Campus Manger and Head Office.

## Person Specification

### Essential Skills

Native or native level English speaker Excellent  
Organisational and leadership skills  
Flexibility and ability to work in a high-pressure environment  
Excellent communication and interpersonal skills  
Computer literate

*Please note that you must have the right to live and work in the UK.*

