

# Activity Manager Abridged Job Description

*Please note that this job description is an abridged version for informational purposes only. The complete and detailed job description will be shared with successful candidates during the onboarding process.*

**Title:** Activity Manager

**Reports To:** Head of Leisure; Campus Manager

**Summary of position:** The Activity Manager is responsible for overseeing the leisure programme, supervising Activity Leaders and ensuring the successful delivery of leisure activities and excursions. This role involves comprehensive staff management, including training, performance evaluation, and skilled conflict resolution.

## Our Company

Since 1972, PLUS Ed Ltd has been offering summer English courses in the UK for young overseas students. We are now also operating in America, Malta, Ireland, and Canada. We are one of the biggest summer school providers in the UK and are proud to be market leaders, fully accredited by The British Council. We aim for high standards in our programmes and consequently we are looking for enthusiastic, hard-working individuals to join our team.

Please visit [this page](#) to find out more about our summer programmes.

## General responsibilities

### Staff management

Taking charge of day-to-day management and supervision of Activity Leaders, providing leadership, guidance, support, and feedback on an ongoing basis.

- Delivering inductions and training Activity Leaders at the beginning of their employment to ensure a comprehensive understanding of their roles.
- Providing ongoing coaching, feedback, and support to Activity Leaders and conducting regular performance evaluations to foster professional growth.
- Ensuring that all Activity Leaders deliver their work as expected including for example in line with staff manuals, safety protocols, and safeguarding policies.

## Leisure programme

Overseeing the leisure programme, ensuring a successful delivery of leisure activities and excursions leading to a positive and memorable experience among participants.

- Developing full familiarity with all activities and procedures as well as all excursions and itineraries.
- Briefing all Activity Leaders before activities and excursions and overseeing their planning and preparation, guiding them towards a smooth delivery.
- Actively participating in the delivery of leisure activities and excursions, setting a leadership example.
- Regularly supervising staff performance during delivery of excursions and leisure activities and providing feedback and coaching as needed.

## Campus Manager Assistance

Providing direct and proactive support to the Campus Manager by diligently following their directives and guidance.

- Demonstrating readiness to provide support for all duties of the Campus Manager and assume responsibilities during their days off.
- Making operational arrangements if and when needed, liaising with coach companies, managing tickets, and more.
- Collaborating in the preparation of staff rotas and information boards as necessary.

## Supply and Inventory

Effectively coordinating inventory, deliveries, and supplies.

- Monitoring inventory levels and proactively liaising with Head Office to replenish supplies as needed, maintaining optimal stock levels.
- Ensuring the proper storage and maintenance of equipment, overseeing its return, and managing its overall condition.

## Person specifications

- Previous experience in organising and leading activities for students.
- Creativity and a passion for delivering engaging and stimulating activities which leave a memorable and enriching experience.
- Proven experience in staff management, preferably in a summer school or similar educational setting.
- Strong leadership qualities with the ability to provide guidance, support, and feedback.
- Proven ability to lead by example and set high standards for performance.

- Exceptional organisational skills with the ability to manage multiple tasks and responsibilities simultaneously.
- A commitment to providing exceptional customer service, with strong interpersonal skills to interact professionally with camp participants and Group Leaders.
- Experience in developing schedules, coordinating logistics, and overseeing day-to-day operations.
- Flexibility to work non-standard hours, including evenings and weekends, as required.
- A commitment to ensuring the safety and welfare of participants and staff.

## **Safeguarding and Eligibility Checks**

All current holders of roles involving responsibility for or substantial access to under 18s, and all new appointees to such roles, will have appropriate suitability checks, for example with the Disclosure and Barring Service (in England and Wales) or Protecting Vulnerable Groups Scheme (in Scotland), in line with the organisation's stringent safeguarding policy.

All gaps in employment will need to be explained, and a minimum of two references are required. These can be academic as well as professional. All references will be contacted and specifically asked whether there is any reason that the applicant should not be working with anyone under the age of 18.

Please note that due to post-Brexit restrictions, you must be a UK resident or have UK residency to work in our UK Camps.