

## Activity Manager Job Description

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

**Hours per week:** Expected 40 hours per week across 6 working days, on average

**Position type:** Residential

**Summary of position:** The Activity Manager is responsible for managing and leading the delivery of the leisure programme, comprised of sports and camp activities and games (quizzes, talent shows, scavenger hunts, etc.). This position involves taking full responsibility for the programme's outcomes, ensuring activities are well-organised and enjoyable, and that the programme as a whole is a success. A key aspect of the role is maintaining a reflective and adaptable approach – evaluating the success of activities and making continuous improvements as needed. The Activity Manager must also demonstrate flexibility and creativity in delivering activities across a range of venues which may vary in size, layout, and technology available, choosing suitable activities to match the resources available, and ultimately ensuring that all participants remain entertained and engaged.

### Our Company

Since 1972, PLUS has been offering summer English courses for young international students in the UK and Ireland. We are proud to be market leaders, fully accredited by the British Council. To find out more, please visit our website at [www.plus-ed.com](http://www.plus-ed.com), paying special attention to the Work with Us section on the top menu.

### General responsibilities

#### Standard expectations

- Interacting with groups of international students and their Group Leaders in a professional, enthusiastic, and customer service-oriented manner.
- Cultivating a positive and inclusive atmosphere and encouraging student participation and an international mix.
- Ensuring the safety and well-being of participants and staff by staying vigilant and adhering to PLUS' safeguarding policies.
- Being ready to assist with emergency situations as needed.
- Demonstrating readiness to provide support to the Campus Manager including with non-standard duties if required and providing cover on days off.
- Being ready to lead 1 excursion per week if needed.

## Leisure programme

- Preparing, coordinating, and leading the delivery of leisure activities, sports, and games.
- Preparing a schedule in advance and communicating it clearly to ensure that everyone knows where to be and when.
- Advertising activities to build engagement and encourage participation.
- Promoting an international mix among the students, integrating cultural elements and international perspectives into the activities.
- Collaborating with the Campus Manager to identify staffing needs and allocate hours for the leisure programme, allowing them to prepare rotas in advance.
- Briefing Activity Leaders before each activity so that they understand their role and responsibilities before each activity.
- Carrying out risk assessments before each activity and briefing all staff involved.
- Enforcing a strict no-phone policy during activities for staff and students.
- Supervising post-activity cleanup to maintain a tidy and organised campus.

## Facility Bookings

- Liaising with the college's team and following their expected procedures to confirm facility bookings.
- Ensuring that facilities are booked and available as expected in advance, checking access times and procedures and equipment readiness.
- Visiting facilities before activities, allowing time to troubleshoot in advance as needed.
- Keeping detailed and accurate records of all facilities utilised.
- Confirming disco bookings in advance with DJs and coordinating for their arrival and set up.

## Supplies

- Managing leisure inventory and supplies, including for sports and leisure activities.
- Ensuring the proper storage and maintenance of equipment, overseeing its return, and managing its overall condition.

## Person specifications

- Comfortable around groups of students, adept at connecting with and engaging young people.
- Demonstrated cultural sensitivity and ability to communicate with international students.
- Able to deliver activities to large groups of international students with confidence.
- Creativity and a passion for delivering engaging and stimulating activities.

- Proven ability to lead and organise teams, offering clear guidance, support, and feedback, to ensure the successful execution of activities.
- Flexibility to handle unexpected situations and adjust plans as necessary while maintaining a high standard of service.
- Flexibility to work non-standard hours, including evenings and weekends.