

Activity Leader 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 Leader

Reports To: Campus Manager, Activity Manager

Summary of position: As an Activity Leader, you will play a vital role in creating a dynamic and enriching experience for participants in our summer camps. Your responsibilities will include planning, organising, and facilitating a variety of engaging activities and excursions, ensuring the safety and well-being of participants, and promoting a positive and inclusive environment.

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

- Interacting with groups of international students and their Group Leaders in a professional, enthusiastic, and customer service-oriented manner.
- Leading walking tours during excursions, adhering to itineraries and ensuring a seamless experience for the participants.
- Providing participants with high-quality information about tourist sights during excursions, delivering informative and engaging commentaries.
- Leading leisure activities, games, and sports on campus in an engaging and professional manner, ensuring delivery to a high standard.
- Cultivating a positive and inclusive atmosphere and encouraging and facilitating student participation.
- Assisting groups during check-in and check-out processes, offering support and guidance as needed.
- Conducting night checks on a rotating basis.

- Being ready to assist with emergency situations as needed, being on call day and night (excluding days off).
- Ensuring the safety and well-being of participants and staff by remaining vigilant and following and promoting strict adherence to safeguarding policies.

* If you are applying for / have been employed as **Senior Activity Leader**, please see the [Addendum](#) for an overview of additional responsibilities.

Person specifications

- Comfortable around diverse groups of students, adept at connecting with and engaging young people.
- Capable of delivering activities and presentations to large audiences of students with confidence.
- Demonstrating an enthusiastic and positive attitude, committed to creating a vibrant atmosphere and taking initiative to continuously improve programme quality.
- Demonstrated cultural sensitivity and an understanding of the needs and expectations of international students.
- Ability to adapt to a dynamic and fast-paced environment, showing flexibility in handling unexpected challenges and changes.
- Strong problem-solving skills, particularly in managing disruptions and incidents during programme activities.
- Ability to remain calm and composed in emergency situations and make sound decisions under pressure.
- Previous experience leading tours and/or excursions desirable.
- Previous experience working with children or young adults desirable.

Requirements

- Must bring a smartphone with access to Google maps and WhatsApp.
- Completion of first-aid awareness training provided by PLUS is mandatory if required.

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.

Senior Activity Leader Addendum

Additional responsibilities

- Demonstrating willingness to support managerial needs, showcasing a commitment to the camp's overall success.
- Being readily available to assume all Welfare Officer's responsibilities in their absence.
- Taking on the role of designated leader during on-campus activities in the absence of the Activity Manager, overseeing team performance and taking responsibility in case of incidents and emergencies.
- Guiding and inspiring peers by setting a positive example, modelling best practices, and providing peer support, contributing to the overall success of the team.
- Taking on the responsibilities of the Night Supervisor, responsible for a designated area during nighttime hours and taking action if there are signs of unusual activity.