

# Activity Manager

As an Activity Manager you are a pivotal part of our senior management team, providing strong leadership and guidance to the team of Activity Leaders, you are there to ensure the Activity Programme is delivered to the highest possible standards.

This job description summarises the purpose of the job and lists its key duties. It is not a definitive list of all the tasks to be undertaken as those can vary from time to time at the discretion of the Centre Manager.



Our students travel from across the world to attend our programmes. Typically, students will receive 15 hours English language tuition per week supplemented with a comprehensive programme of activities and excursions. Our activity programme consist of both daytime and evening activities as well as half-day and full-day excursions to attractions and places of cultural interest.

## YOU NEED TO BE

- Eligible to work in the UK
- 18 years old and over

## YOU MUST HAVE

- Native or near native level of English in speaking and writing
- Thorough understanding of what makes a successful junior activity programme
- Excellent organisational skills to manage the activity programme and its staff effectively
- Flexible approach to your work, along with the ability to cope with regularly changing priorities
- Excellent communication and interpersonal skills
- Ability to lead and motivate staff to maximise their performance
- The drive to work with fun like-minded people and contribute to the team's success
- Demonstrate respect for equal opportunities and respect for race and diversity

## IT WOULD BE GREAT IF YOU HAVE

- Experience working in a residential setting
- Management experience in a residential language school

## OTHER INFORMATION

Our programmes cater for children and teenagers, aged between 8 and 17 years old  
The role is residential with accommodation and meals provided for you at no cost  
You will report directly to the Centre Manager throughout your employment  
You will be managing a team of Activity Leaders who may (in some cases be older than you) you will need to have the confidence to manage them effectively



## ACTIVITIES AND EXCURSIONS

- Oversee the organisation and execution of the activities and excursions, ensuring the programme is inclusive, safe and suitable for all students
- Promote the Activity Programme effectively to the student body, maintaining high levels of participation
- Effectively monitor all out-going expenditure, in line with approved budgets
- Liaise with host centre staff to ensure activity facilities are booked and ready for use
- Ensure all bookings, tickets and briefings are organised for staff to deliver the excursions
- Maintain a high quality of onsite activities and that equipment is effectively maintained and re-stocked



## CLIENT MANAGEMENT

- Regularly meet, one-on-one or as a group, with Group Leaders (our clients) to discuss the upcoming activities and excursions
- Ensure that requests from Group Leaders and host centre staff are met promptly
- Meeting with host centre staff to address matters relating to facilities and general running of the activity programme
- Implement client feedback as effectively and efficiently as possible



## STAFF MANAGEMENT

- Create a sustained positive atmosphere and motivate effectively, offering praise and recognition whenever possible
- Conduct informative inductions for the Activity Leader team
- Create weekly staff rotas
- Hold daily meetings with staff that are organised and informative
- Monitor team performance and conduct staff appraisals
- Respond to any staff concerns in a professional manner



## OTHER DUTIES

- Represent the company in a reputable and professional manner at all times
- Respond to emergencies whenever necessary
- Maintain suitable levels of student discipline, safety and welfare
- Always encourage students to use English
- Carry out and/or consult risk assessments whenever required
- Attend the company's staff training weekend
- (where applicable)
- Attend all induction days prior to the students arriving
- Attend all staff briefings and take part in all necessary health and safety training
- Commit to being a positive role model through your employment
- Carry out all other reasonable tasks



# A DAY IN THE LIFE OF AN ACTIVITY MANAGER

This will give you a taste of what duties you undertake as an Activity Manager

- 7:30** The students are having breakfast and I'm joining them, along with the rest of the team, making sure I'm visible to staff and Group Leaders and ensuring all rostered staff are on duty
- 8:00** After my coffee, I'll head over to the office to catch up on my e-mails and hold a brief meeting with my team to outline the events of the day, answer any questions they have regarding the day ahead
- 9:00** I see off the Activity Leaders that are heading out on excursions, ensuring everyone has the correct group and they are on the correct coaches
- 10:00** I have a meeting with the Group Leaders about the day and upcoming trips, which they are eager to hear about! I gather the groups' itinerary request for the weekend London trip – now it's planning time!
- 11:00** Some of my team are running morning activities so I head out to make sure everything is going smoothly and offer support and guidance when or if it is needed. I will head back to the office to continue preparing for the coming excursions
- 12:30** Lessons have finished and it is time for lunch! I make sure I talk to students and Group Leaders and support the Activity Leaders on duty.
- 13:30** The afternoon activities begin and I will rotate around the sessions to ensure that everything is being delivered to a high standard. I will then head back to the office to continue my prep for the week, asking the Assistant Activity Manger to help me with some tasks.
- 14:30** I receive a phone call from an Activity Leader on the excursion saying they have lost a student. Following company procedures, I am able to rectify the problem efficiently. I phone up other members of my team to make sure everything is going well.
- 17:30** Lessons and activities will be finishing so I head over to the dining hall for some dinner, carrying out the same duties as I did during lunch.
- 18:30** My team will be delivering a whole campus disco for the evening at 7pm so we have a quick pre-activity get together to ensure everyone knows what is happening, ready for the fun to begin!
- 22:00** The disco was a great success with both the students and staff enjoying themselves. I help the team pack away and rest up for another big day tomorrow! I make sure to thank everyone for their efforts before they head off.

## Legal Information

Oxford International Junior Programmes is committed to safeguarding and promoting the welfare of children. As such, all successful applicants will: be asked to explain any work and/or educational history gaps; undergo an Enhanced DBS Disclosure or overseas equivalent; provide details of 2 referees that can objectively comment on your suitability to work with children; show evidence of entitlement to work in the UK.



## PAY INFORMATION

As an Activity Manager, you will earn £490.00 per week plus 12.07% accrued holiday pay. (£490 + £59.14 (12.07% holiday pay) = £549.14 per week)

You are required to work such hours as are reasonably required to carry out your role. You are entitled to one day off per week (this can be taken at your discretion). You may be required to work in excess of 48 hours per week and therefore be required to opt-out of the 48 hour Working Time Directive



## WHY OXFORD INTERNATIONAL JUNIORS?

We are a highly respected organisation, being named winner of the 2018/2019 Educational Tour Operator of the Year by iStudy Guide.

With over 25 years' experience, employing thousands of seasonal staff, we know how to provide you with a rewarding and meaningful workplace experience.

We will provide you with a professional and fun platform to develop your experiences working with children and teenagers.

Our values drive what we do - we care not just about our students, but our staff too.

## OUR CORE VALUES

At Oxford International Education Group, we pride ourselves on our Core Values. They define who we are, how we work and guide how we act with each other.



We build relationships through trust, honesty and respect



We put our students and their goals at the heart of everything we do



We love what we do and strive for excellence



We are not afraid to be different and we celebrate innovation



...and we believe a smile goes a long way

## Contact us

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