

# ASSISTANT ACTIVITY MANAGER

An Assistant Activity Manager is an integral part of the Activity Programme, providing the Activity Manager with the necessary support of coordinating the centre's action packed on-site and off site programme

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 or Activity Manger.



Our students travel from across the world to attend our programmes. Typically, students will receive 15 hours of English language tuition per week supplemented with a comprehensive programme of activities and excursions. Our activity programme consists 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

- Be native or near native level of English in speaking and writing - must be a proficient user of English
- Have a thorough understanding of what it takes to create an exciting junior activity programme
- Have the ability to bring new ideas to the programme, offering students new and original activities
- Have a flexible approach to your work, along with the ability to cope with regular changing priorities and situations
- Have excellent communication and interpersonal skills
- Have the ability to lead and motivate staff to maximise their performance
- Have the drive to work with fun like-minded people and contribute to the team's success

## IT WOULD BE GREAT IF YOU

- Have previous experience working a residential summer school/camp environment
- Hold a sports, drama or youth work qualification

## 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 Activity Manager throughout your employment  
You will be managing a team of Activity Leaders who may (in some cases be older than you) and you will need to have the confidence to manage them effectively



## Activities and Excursions

- Assisting the Activity Manager in the organisation and execution of on-site activities and excursions, ensuring the programme is inclusive, safe and suitable for all students
- Offer guidance and support for members of staff in planning and delivering activities
- Potentially help the Activity Manager with excursion planning, organising itineraries for groups as well as checking all bookings are completed
- Conduct mealtime duties where necessary
- Promote the Activity Programme in innovative ways, maintaining high levels of participation
- Assist the Activity Manager with liaising with host centre staff to ensure facilities are booked and ready
- Always maintain a regular presence with the student body
- Liaise with Group Leaders to improve and develop the programme and be an active presence in Group Leader meetings



## Student Welfare

- Every member of staff must read and comply with Oxford International Junior Programmes' Child Safeguarding policy at all times
- Maintain proper levels of student discipline, safety and welfare
- Be the first point of contact for students who have questions regarding the on-site activities
- Liaise with the Welfare Manager in regard to any safeguarding concerns



## 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 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 throughout your employment
- Carry out all other reasonable tasks



## A day in the life of an Assistant Activity Manager

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

- 7:30** I go for breakfast in the morning with the students, making sure I am ready for the day!
- 8:00** I check on the staff and make sure they are well fed and excited about the day ahead! I remind them of the morning meeting
- After breakfast there is a meeting with the Activity Leaders and Activity Manager. We run through today's plan and make sure everyone is happy with what they are doing. This is a great time to offer guidance and advice to anyone that needs it days
- 8:30**
- 9:00** Once this meeting is completed, I accompany the staff to the meeting point and provide instructions and support the staff before they embark on their activities
- 9:30** Once this meeting is completed, I accompany the Activity Manager to a Group Leader meeting where we listen to feedback and inform them of the upcoming events
- 10:00** We have a big activity day coming up at the weekend so I make sure we have all the equipment needed and if not, either order it online or head to the shops (paid for by the company!)
- 12:30** It's lunchtime for the students and staff so I head over with the team. Over lunch, I look over the Activity Leader plans for the afternoon activities, ensuring everything is in place
- I head over to the meeting point to make sure all students are allocated to their activity efficiently and offer support as and when for the afternoon activities to begin. I will then oversee the activities, dropping in to each activity to ensure everything is running smoothly
- 14:00**
- 15:00** Everyone heads back to the meeting point to take part in another activity I am there with water for the students and staff
- 16:00** The second half of the afternoon activities begin. During this time I look at the cultural excursion programme coming up and make sure all tickets and transport is in place. This requires an eye for detail
- 17:30** Afternoon activities are over and it is now time for dinner
- It is now time for the evening activities, which tonight involves traditional sports day event. The whole campus is involved and are excited, thanks to my instagram promotion of the event! I leave the Activity Leaders to run the event but I am on-hand to offer support if ever it is needed
- 19:00**
- 22:00** The evening activity was a great success! I thanked the team for their efforts and informed them there will be an Activity Leader meeting tomorrow morning to run through the schedule of the coming days



## PAY INFORMATION

As an Assistant Activity Manager you will earn £410 per week plus 12.07% accrued holiday pay.

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. 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 30 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.



### 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.

### Contact us

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