



## 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.

### About Us

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

- Have a thorough understanding of what makes a successful junior activity programme
- Have excellent organisational skills to manage the activity programme and the staff effectively
- Have a flexible approach to your work, along with the ability to cope with changing priorities
- 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
- Demonstrate respect for equal opportunities and respect for race and diversity
- Be native or near native level of English in speaking and writing - must be a proficient user of English

### It Would Be Great If You

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



#### Staff Management

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



#### Client Management

- Provide excellent levels of customer service to our clients throughout the programme
- Ensure that requests from Group Leaders and host centre staff are met promptly
- Regularly meet, one-on-one or as a group, with Group Leaders (our clients) to discuss the upcoming activities and excursions
- 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



#### Activities and Excursions

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



#### Other Duties

- Represent the company in a reputable and professional manner at all times
- Respond to emergencies when ever necessary
- Maintain suitable levels of student discipline, safety and welfare
- Always encourage students to use English
- 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

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.

# A Day in the Life

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

## AM sessions

08:00 - 12:00\*



Breakfast duty - I'm joining students for breakfast and making sure I'm always visible for the team



I hold my daily brief meeting with AL's, answer any questions about the day ahead, ensuring they have all the equipment and information needed



We have excursion today, so I make sure everyone is at the MP with their group, coach information, pack lunches, bookings and travel cards for the day

## PM sessions

14:00 - 17:30\*



I head out to the sports field to make sure everything is going smoothly and offer support and guidance when or if it is needed



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 head back to the office to continue my prep for the week, asking the Assistant Activity Manger to help me with some tasks

## EVE sessions

20:00 - 22:30\*



We have a whole campus disco, so we have a quick pre-activity get together to ensure everyone knows what is happening, ready for the fun to begin!



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



I ask AL's to help with night duty on their boarding house

\*Please note activities and timetable can vary depending on campus and programme

## Pay Information

- As an Activity Manager, you will earn £600 per week + holiday pay.
- You will work 44 hours per week, on average, with evening and weekend work being required. You are entitled to one day off per week (this can be taken at your discretion). Some weeks you will work in excess of 48 hours, **therefore you will be asked to 'op-out' of the 48 hour Working Time Directive.**
- A conditional bonus will be available at the end of your contract depending on centre results \*only applicable during summer, and you will get all the bonus details once you have been selected for the position

## 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.

**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 if you are a new member of staff and 1 reference if you have worked with us in the past 12 months; show evidence of entitlement to work in the UK.

## Contact us

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