



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.

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

- 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



Staff Management

- Create a sustained positive atmosphere and motivate effectively, offering praise and recognition whenever possible
- Attend the daily meetings with staff that are organised by AM
- Help creating an efficiently weekly staff rotas
- Conduct informative inductions for the Activity Leader team
- Monitor team performance and provide support
- 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
- 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

- 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
- Promote the Activity Programme in innovative ways, maintaining high levels of participation
- Always maintain a regular presence with the student body



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 Assistant Activity Manager

AM sessions

08:00 - 12:00*



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



I attend the AM's meeting. We run through today's plan and make sure everyone is happy with what they are doing



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!)

PM sessions

14:00 - 17:30*



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 look at the cultural excursion programme coming up and make sure all tickets and transport is in place. This requires an eye for detail



Afternoon activities are over and it is now time for dinner

EVE sessions

20:00 - 22:30*



It is now time for the evening activities, which tonight involves a Karaoke Contest. The whole campus is involved and are excited, thanks to my instagram promotion of the event!



leave the Activity Leaders to run the event but I am on-hand to offer support if ever it is needed



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 Assistant Activity Manager, you will earn £500 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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