

What is the role of the Activity Manager?

The role of Activity Manager is one of high responsibility directly contributing to the enjoyment, participation and safety of our Young Learners on the activity programme at the centre. The role supports and manages the training, inclusion and cohesion of all Activity staff and staff assigned to activity duties.

The role requires the Activity Manager to take overall responsibility for the preparation and implementation of the activity programme including on-site activities, off site excursions and the coordinating of activity staff for airport transfers to and from the Young Learners centre. You will be part of the Centre Management Team and work closely with the Centre and Welfare Managers and Director of Studies, as well as with your own activity team. You will receive support from Head Office Young Learners Team throughout your employment. The role will also involve liaising with external clients such as Group Leaders, educational agents, parents and centre staff.

What skills do I need to do this job?

- ability to design and plan engaging activities
- ability to manage a team
- ability to communicate with international teenagers and adults, with cultural awareness and sensitivity
- ability to work to deadlines and think on the spot

[\(click here for full person specification\)](#)

What training will I receive?

If you don't already have up-to-date first aid and safeguarding training, this will be provided before you start. There will be a full paid induction that offers guidance on how to manage an activity programme, contingency considerations and plans, and relevant pastoral care, as well as get-to-know-you activities to ensure friendship and collaboration within your team, and with the wider centre team.

What is included in the package?

- You will get free bed and full board (3 meals a day) provided at the centre.
- Opportunities to attend excursions to locations in the surrounding area and around the UK
- Professional development opportunities

Why work with International House London?

International House London have been running summer schools since 2011 across the UK. We are proud to be accredited by the British Council and IHWO. We celebrate the diversity of our students and staff and have strong Vision, Mission and Values beliefs. We prioritise the safety, happiness and well-being of our students. We actively offer professional development and skills training to our staff. Many of our staff return to work with us every year.

How will this role enhance my career? What can it lead to?

- creative and planning/implementation roles
- working with teenagers and young people
- working within educational institutions
- managerial and organisational roles
- leadership positions

Job Description

POST	Activity Manager (RESIDENTIAL)
REPORTING TO	Centre Manager
CAMP DATES, LOCATIONS & STUDENT AGES	<p>3rd July – 7th August 2024 International House Oxford, St Edward’s School, Woodstock Road, OX2 7NN (12-17 year olds)</p> <p>10th July – 14th August 2024 International House Frensham, Frensham Heights School, Frensham Heights Road, Rowledge, GU104EA (8-17 year olds)</p> <p>Dates TBC International House Cambridge, Anglia Ruskin University, East Road, Cambridge CB1 1PT</p> <p><i>At each centre, you will be required to live on-site 4 days before the camp starts and until and including the final dates given above</i></p>
SALARY	£638.25 per week. Plus paid induction programme.
INDUCTION	The full induction will last for 4 days and will include a combination of safeguarding and first aid training, group sessions at Head Office, and on-site team inductions. There will also be an online induction for centre management before arriving at the centre.
CONTRACT	Hours of Work: Your normal hours of work are 44 per week over a six-day week. This position involves working on weekends and other unsocial hours. You will have one day (a full 24-hour period) off per week.

What will happen before the camp starts

- There will be induction and training e.g. health and safety, safeguarding, PREVENT
- You will be sent the staff manuals, policies and procedures
- You will have DBS checks, will require two references and a police check (if living abroad)

What will happen during the camp

You will:

- Administratively organise the activities/excursions e.g. group lists and bus lists, checking and printing tickets and relevant forms and excursion packs
- Check and monitor equipment needs and facilities on site
- Plan the implementation of activities and carry out risk assessments as necessary
- Hold daily meetings with your activity team to allocate roles and responsibilities
- Monitor activities to ensure they are progressing smoothly
- Supervise the departure of students and activity leaders on excursion days
- Liaise with transport firms and Head Office as necessary on excursion days
- Be 'on call' on excursion days
- Trouble-shoot as necessary on excursion days and during activities
- Assist with arrivals and departures of students on transfer days
- Attend staff meetings as required
- Liaise with Group Leaders, the Director of Studies and Centre Manager, and act on feedback/suggestions as required

What will happen at the end of the camp

You will:

- Assist with departures of students and ensure activity staff are informed and involved
- Check equipment and complete an inventory
- Help to pack up the centre

Complete the recruitment form to apply

Complete the form here