



Job Description Activity Manager

Line Manager: Centre Manager

Line Manager Reports to: Operations Director

Responsible for: Coordinating social programmes, managing Activity Leaders and assisting the Centre Manager.

Purpose: Activity Managers are responsible for the organisation of social activities, sports and evening events throughout the centre; booking, reconfirming and supervising activities and excursions, as well as managing a team of Activity Leaders and liaising with Leaders.

It is not an office-based job with regular hours. You must be outgoing, confident, flexible and be prepared to help others with their work when necessary. You should have good people skills and be able to manage and motivate others.

This is a managerial residential position and you will receive full board accommodation.

Responsibilities & Tasks

General

1. To familiarise yourself with the campus and the course town where you are based, so that you have in-depth knowledge of all important amenities and local services.
2. To carry out all tasks concerned with the setting up, administration and closing down of the centre as advised by line management.
3. To ensure that the company's health and safety guidelines are followed, both on campus and when students are on off-site excursions.
4. To regularly update Head Office on the progress of staff and the activities programme, providing accurate information.
5. To represent GIE professionally at a local level, implementing company policies/instructions and effectively/accurately communicating them to staff, customers and the venue as necessary.
6. To ensure GIE customers (Leaders & Students) receive good customer service from the point at which they arrive at the centre until they leave. The Activity Manager must hold regular meetings with Leaders to gather feedback and discuss upcoming activities and excursions.
7. To take part in weekly meetings with the other management staff to ensure that everybody is communicating fully about their different areas of responsibility.

Administration

1. To organise & schedule the work of the Activity Leaders in the centre so they are utilised efficiently.



2. To monitor and supervise Activity Leaders to ensure social programme events are carried out correctly.
3. To organise the Activity Leaders to assist with meal duties and curfews when instructed to by the Centre Manager.
4. To assist with arrivals and departures, giving a welcome talk, arranging the provision of food when necessary and a tour of a campus.
5. To liaise with the Centre Manager and the Student Welfare Officer to organise a schedule for Activity Leaders to assist with arrivals and departures.
6. To liaise with the Director of Studies to ensure all group schedules correspond and to provide the relevant information for teachers to use (with regards to excursions and activities the students will be doing).
7. To record and report Activity Leaders working hours and deliver timesheets to payroll as per company guidelines.

Excursions

1. To research, plan and coordinate full and half day excursions as included in the social programme.
2. To ensure that Activity Leaders are motivated & equipped with the correct information and resources to lead successful excursions.
3. To confirm or cancel at least one week in advance all coaches and entrances for the social programme, and prepare any vouchers, tickets or cash required.
4. To prepare name lists, coach signs, excursion information packs and emergency numbers for coaches and trains on excursions.
5. To keep detailed records of all vouchers, tickets and coaches as per company guidelines.
6. To ensure all booking numbers, dates & times are up-to-date at all times as per company guidelines.
7. To make sure any optional excursions or activities sold to clients are sold at the correct prices as set by GIE Head Office, and to keep all receipts and logs of these excursions updated at all times.
8. To liaise with Head Office regarding any changes to social programmes and optional excursions.

Activity Programme

1. To plan, publicise and organise student events (such as sports tournaments, talent shows, quiz nights etc.) and to ensure they are properly supervised and that staff participate fully in such events.
2. To ensure the activity programme provides variety and quality.

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3. To confirm discos, theatres, auditoriums, sports halls and other social programme room bookings and keep up-to-date records of any changes or additions made.
4. To keep comprehensive written records for the centre (including writing an end of course report).
5. To participate wherever possible and whenever necessary in activities and excursions, especially if outside of peak periods, and mix with Leaders and students on a regular basis.
6. To prepare and update the GIE notice boards and signs around the centre to ensure students and leaders are kept informed and that GIE is a visible presence on the campus.

Student Welfare

1. Offer all students equal opportunities to learn and maintain an environment in which no student is exposed to discriminatory behaviour.
2. Maintain safety of all students at all times within the school environment, prepare risk assessments where necessary.
3. Act in accordance with school's child protection and PREVENT policies, monitoring and reporting on student welfare when appropriate.
4. Provide a warm and supportive environment in school at all times.
5. Assist students with any issues.
6. Report any student problems to the Academic or Operations Director
7. Positively promote the school's equal opportunity, safeguarding, anti-bullying and prevent policies.
8. Safeguard the mental and physical welfare of all students.
9. Promote core British Values and challenge when inappropriate views are expressed.

Rates of Pay

Rates of pay will be detailed in your job offer. Salary is paid monthly in lieu.

The role is 6 days a week and the rate of pay includes holiday pay (paid weekly). Full board accommodation is provided during the period of employment by GIE. Working hours will include evenings and weekends.

All staff have a duty of care at all times. There are times on campus when students are not directly supervised (having lunch, walking to and from the residence, chatting with friends, etc.), but this duty of care means that staff must remain vigilant during these non-teaching and non-activity times, so that any behaviour which might lead to harm of the individual or those around him/her can be stopped or reported.

Training



It is a prerequisite of employment that all management staff attend the management training sessions in London. This training session includes their statutory induction. Accommodation and food will be provided. Full details of the training sessions will be sent at a later date.

In addition, all management staff will receive a job-specific management manual, detailing their role and company procedures. All managers are required to read and understand their manual fully and implement the procedures contained within.

Safer Recruitment Policy

Greenwich International Education operates a strict safer recruitment policy and all staff will have checks made on their suitability to work with children.

All applicants will be required to supply an up-to-date CV (any gaps in employment history must be explained satisfactorily) and the contact details of 2 suitable referees (including former employers) which will be checked prior to employment. The referees will be asked specifically about your suitability to work with children.

All employees will be required to undergo an Enhanced DBS (Disclosure & Barring Service) check unless they provide details of their DBS Update Service subscription. Appropriate local police checks will be required from applicants living overseas.

All employees will be expected to provide proof of identity and all relevant qualifications (originals only) - copies will be taken for our records.