

Activity Manager Job Description



Activity Manager

Are you an aspiring manager? Are you able to build rapport with peers and new recruits? Do you have experience of working with children and young people? Are you hard-working, committed, ambitious, and looking to enhance your CV? Do you have a background in sports and/or travel and tourism?

What we are looking for: Responsible professionals who are diligent, organised, and able to manage, motivate, and coordinate a team of inexperienced young professionals. Activity Managers are practical, logical, and forward thinking. Working knowledge of travel and tourism would be a plus along with knowledge of sports and sporting events for our sports campuses.

Reporting to: The Campus Manager and Head Office

Location: UK & Ireland. The position is residential and therefore Activity Managers are required to live on campus for the entire duration of their contract. Full Board and Accommodation is included in the contract.

Salary: Between £475 and £550 per week depending on skills, experience, and the centre. There will also be a discretionary bonus of £200 paid upon completion of contract.

Working Hours: You are required to as many hours as are reasonably required to carry out your role effectively. You may be required to work in excess of 48 hours per week and you will therefore be required to opt-out of the Working Time Regulations. You will be entitled to one day off per week only to be taken on days in which students have lessons for at least half the day.

Overview of the position

The Activity Managers take overall responsibility for on and off campus activities and excursions. This includes, but is not limited to, team games such as football and basketball, and full or half day excursions to local points of interest either by private coach or on public transport. Activity Managers also work in collaboration with the Campus Manager on the setting up and running of the campus in line with Head Office guidelines. Activity Managers will be the face of customer service, when it comes to trips and excursions, including extra bookings, planning and modification. They will also solve everyday problems, deal with emergency situations, and take responsibility for student and staff welfare and discipline under the guidance of the Campus Manager and Head Office.

Person Specification

Native or native level English speaker

Excellent Organisational and leadership skills

Flexibility and ability to work in a high-pressure environment Excellent communication and interpersonal skills

Computer literate

Please note that due to post-Brexit restrictions, you must be a UK resident or have UK residency to work in our UK Camps.