

Job Title	Activity Manager (Residential Position)
Camp	Various
Location	Nationwide
Reports To	Camp Manager



XUK

Run by Xkeys Ltd, who have run safe & fun school holiday day & residential camps for nearly 20 years, XUK Camps and English Schools offer diverse activities, English lessons and trips for kids & teens.

Job Overview

By overseeing your team, you will ensure that students/ campers experience a range of exciting, age appropriate and fulfilling activities, and are healthy and happy. You may also be required to assist with planning and running excursions. You will coordinate varied timetables (and sometimes trip plans) and make sure staff are executing these effectively. There is scope for progression and promotion throughout the school holiday and future camps.

Main Duties and Responsibilities

- Your primary responsibility is to promote the safeguarding and welfare of the children in our care. Full safeguarding training will be provided. You must advise only your Designated Safeguarding Officer (DSO) of any safeguarding concerns. If acting as the Deputy Safeguarding Officer (DDSO) you must ensure that the correct procedures are followed.
- Ensure that that all company policies, including health & safety, equal opportunities and safeguarding are continuously implemented.
- Ensure activity timetables are varied and suitably staffed
- Oversee the running and planning of activities, ensuring they are of a high quality
- Build a good rapport with the campers / students, promoting the use of English where appropriate
- Ensure yours and your teams required administrative tasks (planning sheets, risk assessments etc.) are thoroughly and correctly completed.
- Lead team meetings, providing feedback on key strengths and areas to improve
- Develop professional interpersonal relations with the staff team so they feel you are approachable
- Liaise with outside entertainers, making sure they have everything needed when on site where necessary
- Liaise with school staff ensuring a close, strong working relationship
- Manage optional extra trips and other excursions where necessary
- Maintain equipment and create shopping lists if necessary
- Be flexible within working practices of the setting, undertaking other duties where needed, such as, premises supervision, domestic tasks etc.

Person Specification and Skills

Essential

- Motivated, professional and energetic team player
- Can effectively lead a team and offer guidance, support and feedback on running structured, fun and quality activities
- Interested in working with children/young people
- Approachable, patient, resilient and flexible
- Ability to make the right decision at the right time and stay calm under pressure
- Strong organisational skills
- Excellent time management, record keeping and planning skills
- Ability to seek help when required
- Competent user of Excel

Desirable

- Supervisory experience
- First aid certificate
- Safeguarding certificate
- Proven experience working with children
- Any specialist qualifications/interests (e.g. drama, art, sport etc.)