

<b>Job Title</b>	Camp liaison officer - Mandarin Speaking Role
<b>Camp</b>	Various
<b>Location</b>	Nationwide
<b>Reports To</b>	XUK and Connexcel



#### **XUK**

*Run by Xkeys Ltd, who have organised safe and fun school holiday day and residential camps for over 20 years. XUK Camps and English Schools offer diverse activities, English lessons and trips for kids & teens. Xkeys Ltd and **Connexcel** have been working together since 2014 to provide valuable experiences for children from China.*

#### **Job Overview**

- You will ensure that campers experience a range of exciting, age appropriate & fulfilling activities and are settled and integrated into camp life.
- As the key link between XUK and Connexcel, you will use your cultural understanding and language skills to provide communication and pastoral welfare assistance for Connexcel's campers.
- 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.
- As the main point of contact, you will be available for regular communication with Connexcel.
- Ensure effective communication between Connexcel's campers and XUK staff.
- You must complete our full safeguarding training that will be provided.
- You must advise **only** your Designated Safeguarding Officer (DSO) of any safeguarding concerns.
- When required travel between the camps.
- Take pictures / videos daily and ensure that Connexcel has access to them by uploading them to the correct social media sites.
- Address behavioural issues suitably and discuss with Pastoral Manager.
- Address emotional issues sensitively and discuss with Pastoral Manager or DSO where suitable.
- Visually risk assess areas and activities. Challenge or report people you don't recognise.
- Be flexible within working practices of the setting, undertaking other duties where needed.
- Supervise groups on excursions and airport transfers.
- Perform all job duties in compliance with established policies.
- Ensure that administrative tasks (planning sheets etc.) are thoroughly and correctly completed.

#### **Person Specification and Skills**

##### Essential

- Chinese (Mandarin) native speaker and fluent in English
- Understand Chinese culture
- Motivated, flexible and an energetic team player
- Interested in working with children/young people
- Approachable, patient, resilient and flexible
- Can stay calm under pressure
- Always maintain a professional approach to all duties
- Strong organisational, time management and interpersonal skills
- Ability to seek help when required

##### Desirable

- Qualified or student teachers
- First Aid certificate
- Proven experience working with children