



Position: Camp Liaison Officer - Mandarin Speaking Role
Camp: Various locations
Pay: £400 per week
Reports to: XUK and Connexcel

Overview

- ✓ Your primary responsibility is to promote the safeguarding and welfare of the children in our care.
- ✓ Do what is needed to keep campers happy, healthy and wanting to return for more.
- ✓ You should be willing to share accommodation with other staff members.

Responsibilities

Training

- ✓ Complete our full training programme and implement effectively all policies and procedures.

Connexcel Liaison

- ✓ Effectively communicate with Connexcel, XUK staff, parents and campers in your care.

Connexcel Pictures & Videos

- ✓ Take, sort and upload pictures/videos for Connexcel.

Daily Routine

- ✓ Oversee campers' daily routine such as meal supervision, wake up, phoning home and lights out.

Pastoral Care

- ✓ Build a good rapport with the campers, monitoring and responding to any pastoral needs.

Behaviour Management

- ✓ Address campers' behavioural / emotional issues, liaise with your Team Leader and be proactive.

Health, Hygiene & Safety

- ✓ Monitor, assess and promote a healthy and safe camp.

Activities

- ✓ Deliver a number of quality, fun and safe activities, both independently and as part of a team.

Duty

- ✓ Undertake timetabled duties including security positions, counts and roaming checks.

Trips and Excursions

- ✓ Supervise groups on excursions, airport transfers and other offsite activities.

Paperwork

- ✓ Ensure that forms such as Risk Assessments, Incident and Accident Forms are completed correctly.

Essential

Proven Experience

- ✓ Chinese (Mandarin) native speaker and fluent in English
- ✓ Understand Chinese culture

Interests

- ✓ Desire to work with children/young people

Skills

- ✓ Communicator, organiser, decision maker, team player and record keeper

Qualities

- ✓ Approachable, resilient, decisive, patient and flexible

Desirable

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

