

Job description and person specification

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Job description

Job Title:	Activity Manager
Reporting to:	Centre Director
Line management responsibility for:	Activity and House Leaders
Main purpose of the role	
<p>To create and deliver a varied, enjoyable and inspiring programme of sports, activities, clubs, social events and excursions for the students of Bede's Summer School, ensuring their safety and well-being at all times.</p> <p>Programme Design: To create a varied, balanced, stimulating and inspiring programme of activities, including sports, arts and crafts and performing arts plus social events that is appealing to students, consistent with Bede's marketing materials and exceeds students' expectations. To provide a first-class Social Programme of the highest quality for Bede's Summer School.</p> <p>Preparation & Session Plans: To ensure Activities Leaders make full and effective use of their Preparation Time and that proper session plans are created for every sport, activity or event that takes place (considering the venue/location, hazards, timings, staffing levels, equipment, transport, refreshments etc.) to facilitate the delivery of smooth-running, well-organised and well-structured sessions.</p> <p>Quality Control: To make sure that the Social Programme is delivered by the Activities Leaders competently, diligently, and safely by checking session plans, conducting session observations and monitoring students' performance and levels of integration and enjoyment to create a positive, professional, and successful programme in which every student feels engaged, motivated, and empowered.</p> <p>Creative and Sporting Academies: To ensure students attend all their creative or sporting Academy sessions for which they have paid, and receive high-level professional coaching in their chosen activity to challenge them, enhance their technique and develop their skills.</p> <p>Trips & Excursions: To plan, organise and deliver outstanding trips and excursions that are consistent with the published Summer School Excursion Schedule, that have a strong cultural, historical, touristic, and educational value to them and that follow all Bede's off-site procedures and protocols to ensure students' enjoyment, interest, and safety at all times. Activity Managers will only attend excursions on the rare occasion to perform observations. To work closely with the Academic Manager to ensure that all excursions are being taught in the Enrichment lessons prior to the trip.</p> <p>Staff Management: To lead and manage a team of Activity and House Leaders competently, confidently, and professionally, alongside the Welfare Manager. Monitoring their performance by carrying out session observations (and giving useful feedback) and providing support and guidance,</p>	

to build and maintain a team of professional, competent, happy, and fully effective Activity and House Leaders. Contribute to the professional development and training of all Activity and House Leaders and carry out formal staff reviews and appraisals. Participate in any staff discipline processes.

Centre Administration: To assist with the day to day running of the centre, specifically at weekends, covering the management office and assisting the Centre Director, Welfare Manager and Administrator(s) where necessary.

Safety: To ensure that every sport, activity, social event, or excursion is executed safely and strictly following Bede's guidelines and protocols (and those of all other relevant regulatory bodies), especially those relating to staff supervision levels, risk assessments and registers, to ensure students' safety at all times.

Risk Assessments: To ensure risk assessments have been put in place and read by all appropriate staff. Where excursions, activities or social events do not have a suitable risk assessment in place, complete a new one with the help of the Lettings and Social Manager.

Transport: To take responsibility for ensuring that the appropriate transport arrangements are in place for the successful delivery of all off-site activities, events, and trips, by booking, reconfirming or potentially cancelling coaches and minibuses, as required.

Budget: To maintain a weekly budget and make spending decisions to provide the highest quality Social Programme possible, accounting for all money spent with receipts as required.

Promoting Good Conduct: To be aware of, monitor, and manage students' conduct and behaviour to promote a harmonious international community in which every student can be confident and unafraid to voice opinions and thrive, no matter their beliefs, customs, or differences.

Pastoral Care: To constantly be mindful of students' attitude, performance and conduct to ensure their physical and emotional well-being and to inform the Welfare Manager or Centre Director of any concerns.

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Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the

essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

Requirements	Essential / Desirable	Measured by A, I, E
Education and Qualifications		
Applicants with sports coaching qualifications are preferred	D	A/I
Knowledge and Skills		
A strong and demonstrable knowledge of Health and Safety, specifically as it relates to preparing and executing sports and activities is essential	E	I/E
Ability to prepare and lead a wide range of sports and activities is essential	E	I/E
Experience		
Minimum of 1 year experience of working with children	E	A
Experience of Managing Staff	E	A/I
Experience of working in a summer school or education context is preferred	D	A/I
Personal competencies and qualities		
Ability to work efficiently and effectively in a fast-paced, highly changeable, high pressure and often challenging environment	E	I/E
Other Requirements		

Additional information:

Bede's Summer School, which attracts students from 50+ countries between the ages of 6 to 20 years, is a highly successful enterprise and a renowned part of the overall Bede's offering. All staff are challenged, both individually and collectively, to share the Summer School's ethos and actively contribute towards the Summer School achieving its objectives.

The Social Programme is crucial for the success of the Summer School experience and is a key contributor to why students return. A first-class programme gives students opportunities not only to learn new skills, develop their technique in sports and other activities and have fun but also to form friendship bonds that can last well beyond the summer. As such, Activity Managers are expected to create a programme that facilitates and fosters team building, cooperation, and inclusiveness.

The job holder needs the skills, technical know-how and experience to create and deliver a varied, balanced, stimulating and inspiring programme of sports, activities, clubs, and social events for up to

270 students, who, due to their varying ages, backgrounds, and cultures, will all have different expectations and preferences and a different idea of what an outstanding programme means.

They need to be able to think quickly and show common sense and attention to detail in a wide range of situations when dealing with their peers, staff, and students. Adaptability and flexibility are critical skills, as is a cheerful, positive, and can-do attitude, which is a prerequisite of the job.

The Activity Manager must have the wide-ranging skills, knowledge, experience and understanding of children to ensure their safety at all times, whether this is during a football match, blind date event, disco on campus or during an excursion for 200+ students to Brighton, Cambridge or London.

As well as taking responsibility for the delivery of accountabilities under their direct control, all members of the Centre Management Team are expected to make a significant contribution to the overall effectiveness and running of the Summer School. The Managers' Office can get exceptionally busy with many things happening at the same time; as such, high levels of resilience are required by the job holder, as well as the ability to prioritise work and work accurately and effectively in a fast-paced and often quite demanding office environment.

Activity Managers will maintain appropriate boundaries between themselves and the staff under their leadership and with whom they come in contact during their duties. This may be particularly challenging for Activity Managers who are close in age or who have limited experience of managing Sports/Activities Staff, many of whom are young, energetic University students looking for a good time during this short period of summer employment.

Activity Managers are expected to lead by example and are considered ambassadors of Bede's Summer School. They must contribute to upholding the good name of Bede's and at all times, whether on duty or off duty, in uniform or not, Activity Managers will act appropriately and do nothing that may compromise or jeopardise the School's excellent reputation in the local, national, and the international community.

Activity Managers must also maintain appropriate boundaries between themselves and the students - they can never become students' friends.

The working day is long, intense and often quite challenging (especially on days when there are lots of different on- and off-site activities all happening at the same time) but it is also varied and fast-paced and of course, living and working with young people can be immensely rewarding.

Activity Managers are residential to offer students a first-class pastoral and welfare service; even when off duty, they must be willing to "leap into action" in case of any emergency that may arise, especially during the night.

Our goal is to give students an educational, culturally enriching, enjoyable and memorable summer experience in a safe and supervised setting. We only employ Managers who are willing to accept this responsibility and who have the necessary wide-ranging skills, experience, disposition, and commitment to help us achieve our goal of being the very best Summer School.

Written by: Lucy Fox

Date: October 2023