

Job Description

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| Position | Activity Manager |
| Reporting to | Centre Manager |
| Team Management | Yes (Summer programme team members) |
| Contract Type | Fixed Term |
| Last review of job description | October 2025 |
| Suitable for Hybrid working? | No |
| Suitable for Core Hours? | No |

Example Shift Pattern:

| Day | Type of Shift | |
|-----|---------------|---------------|
| | Morning | Evening |
| Mo | 07:00 – 20:00 | |
| Tue | | 10:00 – 23:00 |
| Wed | 07:00 – 20:00 | |
| Thu | OFF | OFF |
| Fri | 07:00 – 20:00 | |
| Sat | | 10:00 – 23:00 |
| Sun | | 10:00 – 23:00 |

Please Note

- This is a sample shift pattern, shifts and timing of shifts are subject to change
- Shifts may occasionally be extended or shortened to meet your contractual weekly working hours
- Days off are allocated randomly, unless communicated and agreed in advance

Overview:

The Activity Manager (ActM) is responsible for ensuring the effective running of the social programme at the designated BSC Young Learners centre. Additionally, the ActM is responsible for planning, implementing and delivering a high-quality social programme of activities and excursions to Young Learner students studying with BSC Young Learners. They are required to motivate and encourage students to fully participate in the programme and to ensure the safety of students remains paramount at all times. The ActM will lead and support all Activity Welfare Leaders with planning and delivering a fun and safe programme. They are required to adhere to BSC rules, procedures and follow all BSC safeguarding policies.

The main duties and responsibilities are listed below:

Activities & Excursions

- Ensure the weekly activity and excursion programmes run smoothly.
- Complete the preparation of activity packs for Activity Welfare Leaders.
- Ensure activities are varied and appropriate for students at the centre.
- Prepare excursion itineraries and excursion packs.
- Update and maintain noticeboards.
- Make students aware of daily activities, excursions, and sign-up sheets for activities with limited spaces.
- Plan and oversee evening activities.
- Plan activities to suit all ages. Some activities may need to be specific to certain ages (such as two movies on 'Movie Night'; one for under 12s and another for over 13s).
- Participate in activities and excursions where necessary.
- Maintaining the host centres and BSC YL equipment.
- Complete and update equipment inventory.
- Ensure all students are included in activities and excursions, by encouraging all students.
- Organise and lead daily activity team meetings.
- Lead Excursion briefings for full-day and half-day trips.
- Develop a direct line of communication with catering, accommodation, facilities, attraction providers, transport providers and other suppliers.
- Actively liaise with providers via emails and phone calls to confirm bookings.
- Remain alert to ensure the students stay safe.

Centre & Head Office

- Collaborate with centre's management team to ensure the smooth running of the course.
- Frequently communicate with host-centre liaison to ensure suitable venues are made available for use.
- Complete 'social' weekly returns for the Centre Manager in a timely manner.
- Respond to Head Office (HO) requests in a timely manner, and provide weekly updates on the social programme and student feedback.
- Complete any administrative tasks required by HO.
- Ensure that confidential records or forms are completed accurately and stored securely.
- Attend and participate in pre-excursion International Group Leader and management team meetings.
- Assist in student inductions.
- Lead continued professional development (CPD) sessions for Activity Welfare Leaders (AWL).
- Work with other managers to ensure that the academic programme is integrated into the social programme.
- Manage a weekly budget and petty cash for activities.

- Collaborate with Centre Manager to ensure that Activity Welfare Leaders are rota'd to groups.
- Ensure Activity Welfare Leaders complete daily Activity Planners and upload session feedback.
- Liaise with the Centre Manager to ensure cost-effectiveness of the programmes.
- Communicate messages from the Centre Manager to the Team Members
- Take an active role to adopt BSC YL's attendance and absence procedure.
- Attend regular all-management meetings and centre team meetings.
- Complete honest and accurate Team Appraisals.
- Complete administrative tasks as and when required
- Comply with the BSC Positive Engagement and Conduct Policy

Pastoral

- Adopt welfare duties when required.
- Perform residential duties punctually and professionally.
- Collaborate with team members to ensure safety and security within accommodation.
- Actively support the Welfare & Accommodation Manager to ensure mealtimes are supervised.
- Assist the Welfare Team with monitoring student behaviour and help ensure students are comfortable at the centre.
- Support in dealing with student behaviour interventions and welfare issues, liaising with the Welfare and Accommodation Manager, Centre Manager, Parents and International Group Leaders.
- Help students settle into life in the residential centre, ensuring that they have the correct information regarding personal safety, centre rules and laws relevant to location.
- Be a role model for the students.
- Help with laundry duty as and when required.
- Complete Administration for Medicine Training so that you can administer medicine as well as First Aid

Transfers

- Liaise with the Centre Manager to ensure that Activity Welfare Leaders and Welfare & Accommodation Officers carry out duties associated with the transfer of students on arrival and departure days when required.

Child Protection & Safeguarding

- To promote and safeguard the welfare of children and Young Learners you are responsible for and come into contact with.
- Familiarise yourself and adhere to BSC Safeguarding Policy.
- Record, report and escalate safeguarding concerns with confidentiality and professionalism in line with BSC Safeguarding Policy.
- Ensure a safe environment for Young Learners and team members.

- Ensure student ratios are maintained in accordance with site rules BSC Safeguarding Policy.
- Provide safety and welfare assistance to all students.
- As part of your role, you may be required to undertake different levels of specific safeguarding trainings, which may include Level 3 Safeguarding, specifically tailored for your role, which will be communicated with you.

Other

In addition to the above, all Activity Managers are required to:

- Work positively as part of a team.
 - Take responsibility for updating the rota of any shift changes or sick days.
 - Remain positive, friendly and approachable.
 - Attend and participate in all centre team meetings.
 - On rare occasions, you may be asked to serve food.
 - Demonstrate and act in accordance with professional standards at all times.
 - Act in the welfare of the students at all times.
 - Make sure you are clean, neat and presentable during working hours.
 - Comply with the host centres' and BSC YL's rules and regulations.
 - Comply with BSC's Appearance Policy. Activity Managers are provided with two BSC YL t-shirts or polo shirts and a BSC jacket. Uniform is compulsory when on duty.
 - Working hours may be unsociable due to evening activities, night duty and the varying times of student arrivals/departures.
 - Follow and adhere to BSC YL's policies, procedures and protocols
 - Attend pre-course training induction to meet team members from their own and other centres and to be briefed fully on all aspects of working at a BSC YL summer school
 - Carry out any duties as may be reasonably assigned by the Centre Manager
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- Familiarise yourself the Operations Manual

Required Experience & Skills

Essential

- Able to demonstrate has supported at a senior level at a summer camp
- Experience of and enthusiasm for working with children/teenagers
- Ability to work well in a team
- Experience as an AWL or similar role in a summer/language school setting
- Excellent communication and organisational skills
- Flexibility in working hours and willingness to work hard
- Effective leadership skills
- Excellent organisational skills
- Flexibility and approachability
- Have a good local knowledge of the respective course town

- Effective computer literacy skills (MS Office, email, etc)

Desirable

- Management experience in a summer/language school setting
- Ability to organise and lead group activities (these include various sports, arts & crafts, performing arts, etc.)
- Recognised qualifications in sports coaching, dancing instruction, etc
- Valid lifeguarding qualification
- Valid first aid certificate
- Previous child protection and/or safeguarding training

Training

Full product knowledge training will be provided

A manual will be provided giving insights and links to all relevant information

On-going training will be provided on an individual and group need basis

All BSC colleagues must operate in line with our team-led Vision, Mission & Values as outlined below:

BSC VISION: *To provide customers with steppingstones to their future by delivering outstanding and transformational learning experiences.*

BSC MISSION: *By believing that "Great Things Start Here" and standing behind all that this means. If we believe it, our customers will achieve it!*

BSC VALUES:

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|-----------------------|---|
| AIM HIGHER | We proactively make suggestions and solutions for challenges and opportunities. |
| COLLABORATE | We are team players - we treat everyone with respect and understand that we succeed collectively, not as individuals. |
| COMMUNICATE | We communicate in a timely way with clarity, respect and transparency. |
| CUSTOMER FOCUS | We seek to provide consistent high-quality experiences that customers will remember. |
| TEAM FOCUS | We seek to reward and recognise excellence and innovation within our teams. |