



**Job Title:** Activity Manager – Seasonal Residential Programmes

**Location:** London & Cobham, United Kingdom

**Contract Type:** Fixed-Term, Seasonal (Summer and Group Programmes)

## About Us

We are an international school providing English language education and cultural experiences to students from around the globe. Our residential summer and group programmes combine engaging English lessons with a rich schedule of activities, excursions, and social events designed to inspire and delight.

## Position Overview

The Activity Manager is responsible for planning, organising, and delivering the entire activity and excursion programme. You will lead a team of Activity Leaders and ensure that every event, trip, and social activity is safe, well-run, and enjoyable for all participants. Reporting to the Centre Manager, you will play a vital role in shaping students' experiences outside the classroom and maintaining a lively, inclusive programme.

## Key Responsibilities

- **Programme Planning & Delivery:**
  - Design and manage a balanced weekly activity schedule, including sports, arts & crafts, drama, games, and evening entertainment.
  - Plan and coordinate excursions and cultural trips, ensuring transport, supervision, and risk assessments are in place.
  - Ensure all activities are inclusive, safe, and meet the programme's educational and welfare objectives.
- **Team Leadership & Staff Management:**
  - Recruit, train, and supervise Activity Leaders, ensuring they are motivated and prepared to deliver high-quality sessions.
  - Lead daily activity briefings and allocate duties to staff.
  - Conduct observations and give feedback to improve delivery standards.
- **Student Experience & Welfare:**
  - Encourage student participation and maintain a positive, supportive atmosphere.
  - Ensure safeguarding, health & safety, and welfare procedures are followed at all times.
  - Handle behaviour or welfare issues promptly, escalating to the Centre Manager where necessary.
- **Operational Coordination:**
  - Manage activity equipment, resources, and facilities, keeping accurate inventories.

- Liaise with catering, transport providers, and external venues to ensure smooth logistics.
- Prepare contingency plans for bad weather or last-minute changes.
- **Quality Assurance & Reporting:**
  - Monitor student engagement and collect feedback to evaluate programme success.
  - Produce end-of-programme reports with recommendations for improvement.
  - Ensure compliance with British Council or relevant accreditation standards.

### **Qualifications & Experience**

- Experience managing activity programmes in summer schools, camps, youth organisations, or similar environments.
- Proven ability to lead and motivate a team in a busy residential setting.
- Strong organisational and logistical planning skills.
- Knowledge of safeguarding, risk assessment, and health & safety requirements.
- First Aid certification (or willingness to obtain before the programme starts).

### **Key Skills & Attributes**

- Energetic, creative, and passionate about student engagement.
- Excellent communication and leadership skills.
- Calm and solutions-focused under pressure.
- Flexible, adaptable, and willing to work evenings and weekends.
- Strong attention to detail with a proactive, hands-on approach.

### **Working Conditions**

- Residential role: full-board accommodation and meals provided on-site.
- Evening, weekend, and on-call work required as part of the rota.
- Contract duration: typically 4–8 weeks during summer.

### **Benefits**

- Opportunity to design and deliver a flagship student activity programme.
- Valuable leadership experience in a dynamic, multicultural environment.
- Full safeguarding and compliance training provided.