

# Activity Manager

## Job Description 2023



**Job Title:** Activity Manager

**Line Manager:** Summer Centres Operations Manager & Centre Manager

**Pay Rate:**

**AM1**=£650= Not worked for CH before but with related experience

**AM2**=£700= Not worked for CH before but with closely related managerial experience especially with summer centres/ Worked for CH before at smaller centre

**AM3**=£750= Worked with Churchill House previously at larger centre

+12.07% holiday pay. Salary is paid weekly in arrears and the final salary payment includes accrued holiday pay.

We also pay a completion bonus at the end of the contract. This is only paid to employees who complete their full contract.

**Returner Bonus:** Managers who worked for Churchill House previously will receive a £100 Returner Bonus, paid with their first payroll

### Overview

Activity Managers are responsible for all aspects of the activity programme including planning the weekly activity schedule, managing Activity Leaders and Teachers (when involved in activities) and supporting the Centre Manager in all aspects of summer school management.

### Specific Duties

- Manage all aspects of the activity programme, including onsite activities and excursions
- Manage and support activity and teaching staff working on the activity programme, making best use of their skills. Ensure that they understand their role and have the information necessary to carry out their assigned tasks in good time
- Carry out risk assessments for all activities and excursions. Identify any risks relating to the activity/age group, plan to reduce the risk and provide staff briefings as necessary. Completed risk assessments should be filed for future inspection
- Ensure the quality of the activities delivered is high, in line with company standards and customer expectations. Monitor the standard of activities by regularly observing and taking part in activities
- Ensure that Group Leaders are involved in the activity programme throughout their stay, both in terms of communication and active participation in supervising their students during the activities. Meet daily with Group Leaders to discuss/inform them of the daily/weekly schedule and deal with any questions/requests that they may have
- Where customers ask for Optional Excursions (extra to the scheduled programme), liaise with Head Office Activities and Excursions Manager to check possibilities and potential costs to the customers.

Optional excursion costs must be paid in at the centre before the excursion transport/entrances are confirmed

- Provide regular staff development for Activity Leaders and Teachers including formal observations/feedback
- Confirm coach requirements and venue bookings with suppliers well in advance of each excursion. Keep accurate records of services used and submit them to HO on a weekly basis or as required
- Liaise with the transfer department at Head Office concerning coach requirements for student arrivals and departures as required.
- Ensure appropriate standards of staff and student discipline are maintained
- Hold daily briefings and formal weekly meetings with staff to discuss current activities, feedback from customers, and to gain feedback from the staff. Record minutes of all formal meetings
- Help create the weekly staff rota, ensuring that the activities are sufficiently well staffed for smooth and safe running
- Carry out attendance checks for activities, keeping copies for later reference by HO

### **General Duties**

- Represent the company professionally at a local level, implementing company policies/instructions and effectively/accurately communicating them to staff, customers and the venue as necessary
- Assist and stand in for the Centre Manager when required
- Ensure the quality and high standards required by Churchill House are maintained at all times
- Regularly update the HO Activities and Excursions Manager on the progress of the activities programme, providing accurate information
- Ensure that company policies are implemented throughout the course

### **Hours of Work**

Activity Managers receive one day off per week on average. The nature of the job requires managers to be flexible and willing to address situations whenever they arise. Hours can be unsocial and may include early/late starts and split shifts. Activity Managers must remain on call in their accommodation buildings at nighttime after night duty.

### **Travel Costs**

Churchill House accepts no responsibility for any travel costs incurred by staff to start/end their contract. Unless specifically directed to do otherwise by Head Office, for all management employment contracts start in Ramsgate (for management training) and end at their final designated centre.

### **Training**

It is a prerequisite of employment that all management staff attend the management training sessions in Ramsgate (Dates TBC). This training session includes their statutory induction. Accommodation will be provided. In addition, all management staff will receive a job-specific management manual, detailing their role and company procedures. Full details of the training sessions will be sent at a later date. All managers are required to read and understand their manual fully and implement the procedures contained within. One way travel direct travel will be provided between Ramsgate and the initial designated centre.

### **How to Apply**

To apply for this position, please send a CV and covering letter/email to [activitiesrecruitment@churchillhouse.co.uk](mailto:activitiesrecruitment@churchillhouse.co.uk) or use the link on the website to send a copy:  
[www.churchillhouse.com/recruitment](http://www.churchillhouse.com/recruitment)

## Person Specification – Activity Manager

Criteria	Essential	Preferable
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Enthusiastic about the role</li> <li>• Professional attitude towards work and communications with customers</li> <li>• Ability to make decisions quickly and calmly</li> <li>• Confidence</li> <li>• Good Communicator</li> <li>• Get up and go attitude</li> <li>• Ability to lead a team of people effectively</li> <li>• Ability to prioritise tasks</li> <li>• Problem solving</li> </ul>	
<b>Attainments/ Competencies</b>	<ul style="list-style-type: none"> <li>• Management ability</li> <li>• Able to organise their own work/time, and that of others</li> <li>• Basic administration skills</li> <li>• Ability to speak English clearly and confidently to large groups of people</li> <li>• Basic Computing skills</li> <li>• Basic understanding of Microsoft Office (Word, Excel etc)</li> <li>• Good telephone skills</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of Microsoft Office</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of education</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid</li> </ul>
<b>Previous Experience</b>	<ul style="list-style-type: none"> <li>• Activity leading experience</li> <li>• Experience working with children</li> </ul>	<ul style="list-style-type: none"> <li>• Summer school experience</li> <li>• Management/Supervisory experience</li> </ul>
<b>Physical Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to cope with working irregular hours (not 9 to 5)</li> <li>• Ability to lead groups for long periods of time (during excursions/walking tours)</li> <li>• Able to lead and take part in sporting activities</li> </ul>	

**WE RESERVE THE RIGHT TO AMEND OR ADD TO THIS JOB DESCRIPTION IN RESPONSE TO COMPANY NEEDS**

## **Safer Recruitment Statement**

Churchill House is committed to providing a safe, secure environment for its students and expects all employees to have a positive attitude towards the care of students and play a full role in implementing all our Safeguarding policies. As part of our Safeguarding policy we operate a Safer Recruitment policy which aims to ensure that employees are suitable people to work with children and young adults before employing them in our organisation.

As part of our safer recruitment policy all applicants will be required to:

- Submit a full chronological CV. You will be required to explain any gaps in your employment history.
- All employees will be required to sign a Children Act declaration to state that they are not barred from working with minors. Providing false information on this form is a criminal offence under UK law.
- All employees will be expected to provide proof of identity and all relevant qualifications (originals only) – photocopies will be taken for our records.
- Overseas residents will be required to provide a recent certificate of good conduct (COGC) from the relevant local authority in their country of residence.
- Provide suitable references (see below)
- Undergo DBS checks (see below)

All offers of employment are subject to the successful completion of this process. Any failure of the employee to provide accurate and timely information could result in their contract being cancelled with immediate effect.

## **Reference checks**

All applicants will be asked to provide the contact details of suitable professional referees who have knowledge of your work and personal conduct. These referees should be your most recent employers, wherever possible, but we may also approach your other former employers. Personal references are not usually acceptable. All references will be taken up before employment and they will be asked specifically about your suitability to work with under 18 year olds.

New applicants to Churchill House will be asked to provide two referees. Returning staff, who worked for the company in summer 2018 or 2019 will be asked to provide one referee who must be able to give an up to date reference

## **Background checks for overseas residents**

All non-UK residents and non-UK nationals will be required to provide a recent Certificate of Good Conduct (COGC) from the relevant local authority in their country of residence/origin.

## **DBS checks**

All employees are required to have a valid Enhanced DBS certificate, regardless of whether you are a UK resident or not.

Employees who have subscribed to the DBS update service and can also provide us with the original DBS certificate for checking are not normally asked to undergo a new DBS check, provided that the certificate

covers the contracted role. All other employees must undergo an Enhanced DBS check for which they will be asked to contribute 50% of the cost (£24.40), deducted from the first payroll.

Failure of the employee to complete the DBS application in good time could result in the immediate cancellation of the contract, though employees who have completed the application and are at the final stage of processing (awaiting final certificate issue) may be employed in a more restricted role with additional supervision until the certificate is issued. Continued employment under such arrangements is at the discretion of the Summer Centres Director and will be reviewed weekly.

DBS checks returned with adverse information (i.e. a criminal record) will be assessed according to our Safeguarding policy and a decision made by the Summer Centres Director as to whether the person can be employed. Should the person already be working for Churchill House they will be suspended without pay and asked to leave campus until the issue is investigated to the company's satisfaction.

### **Data Protection Statement**

All personal information gathered by Churchill House about applicants and employees will be handled in the strictest confidence and protected according to this policy.

All applicants will be asked to provide information that will allow us to make decisions about your employment. If, for whatever reason, you are not subsequently employed, all information relating to your application (including emails, forms and submitted documents) will be deleted completely by the end of the calendar year.

Churchill House will review and reduce employee data in HR systems at the end of each calendar year. If you are not subsequently re-employed your data (including emails, forms and submitted documents) will be reduced to that required to provide a suitable reference for a maximum of 5 years, though information relating to payroll and Safeguarding will be kept in line with UK legal requirements.