

Job Title	Activity Manager
Line Manager	Centre Manager
Pay	Competitive salary + full board accommodation, and holiday pay
Dates	June – August
Contracts	Fixed-term contracts of 5 – 7 weeks
Hours	48 hours per week minimum
You	A competent manager with experience in the EFL and summer school industry. You will have overall responsibility for the activity programmes. Operational, management, and problem-solving skills are essential requirements for this position.

Our Mission

At Target, we aim to provide our students with a comfortable and caring setting in the UK to improve their communication in English and develop skills for a more global society. We want our students to leave the course with a better understanding of UK culture and the inspiration to become life-long learners of English.

Our Course and Activity Programme

We focus on developing fluency skills and building student confidence in a friendly and stimulating environment. Our in-house syllabus is based on the Common European Framework of Reference for Languages (CEFR). In order to enhance the language learning experience and give the students a sense of academic achievement, our package includes entry to the Trinity Graded Exam in Spoken English (GESE).

In Liverpool and Lincoln students can opt to take our Inspiration English course instead of General English. On this course students will improve their language skills through the development of a creative portfolio.

On weekdays students have classes in either the morning or afternoon. The rest of the time is spent with Activity Leaders on local visits, excursions or on-site activities. In each centre we run a busy, varied and exciting activity programme, aimed specifically at teenagers. An important aspect of the activity programme is for students to learn about the local history and culture of the area in which they are staying and the UK in general.

An important aspect of the activity programme is for students to learn about the local history and culture of the area in which they are staying and the UK in general. We combine activities and English language learning through the use of our Activity Books, individual to each location, and to be used by the students on each trip.

We also offer Yoga and Drama workshops led by a qualified instructor and supported by activity leaders.

Target English International
Suite 21 Danish Buildings,
44-46 High Street, Hull
HU1 1PS

Recruitment Direct Line: 01482 755644
Louise Brown: l.brown@targetenglishinternational.com
Kay Donnelly: k.donnelly@targetenglishinternational.com
Maureen Keddy: m.keddy@targetenglishinternational.com

General Duties

- Attend pre-summer staff induction weekend in Hull
- Assist the CM with centre set up before students arrive
- Plan, prepare, promote and co-ordinate all on site activities, excursions and local visits
- Oversee delivery of all activities and excursions and ensure customer satisfaction
- Induct and manage team of activity leaders
- Prepare staff rota in collaboration with other managers (CM & DOS)
- Ensure every activity has risk assessment in place
- Undertake Safeguarding and Prevent training
- Liaise with Group Leaders to keep them informed and deal with any issue arising (including weekly pre-excursion briefing meetings)
- Hold regular activity team meetings
- Liaise with host college representative regarding use of facilities for activity programme
- Co-ordinate excursion coach bookings through liaison with coach company & head office transport manager
- Co-ordinate excursion venue bookings through liaison with various venues and head office
- Liaise with the DOS regarding excursion preparation lessons and materials
- Ensure adequate supervision ratios on all activities and excursions
- Ensure GLs complete and return Excursion feedback forms
- Organise optional activities as requested by clients
- Assist/Support other managers in other aspects of the programme
- Deputise for the CM as required
- Prepare end of course reports for head office
- Report weekly to Head Office regarding staff hours
- Fulfil the role of Centre Fire Officer, ensuring that all fire safety guidance is followed and organising regular fire drills
- Administrative duties as required
- Any other reasonable/appropriate duties

This description is intended as a guide only to the main duties of your job and the principal terms of employment.

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Updated: 12/2021 – TBR: 12/2022

Person Specification

	Essential	Desirable
Education	*Good standard of education	*First Aid
Experience	*Experience of working in EFL summer schools *Experience and genuine interest in working with young people	*Experience managing in EFL summer schools *Experience in management
Language	*Ability to communicate clearly and coherently in English, both in one-to-one situations and to large groups of people	
Personal abilities	*Enthusiastic can-do attitude *Strong work ethic and professional attitude *Cooperative and supportive to others *Flexibility and ability to adapt to change *Ability to cope with long working hours *Problem solving skills *Good communication skills – able to discuss important and difficult issues in a calm and professional manner with clients/colleagues/host facilities/etc.	
Professional abilities	*Ability to organise own work time efficiently *Basic administration skills *Ability to work to deadlines and prioritise tasks *Basic understanding of Microsoft Office (Word, Excel, etc) *Management ability *Ability to lead a team of people effectively	*Good capabilities and understanding of Microsoft Office and OneDrive

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Safeguarding

In line with safer recruitment, where roles require responsibility for, or substantial access to, under 18s, our recruitment procedure includes the following:

- All references will be followed up
- Reference requests ask specifically whether there is any reason that [the applicant] should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18
- All gaps in employment history must be explained satisfactorily
- Proof of identity and right to work in the UK must be shown at interview
- Proof of identity and copies of qualification certificates must be sent to head office prior to starting work and original copies must be taken to the centre
- Suitability checks (Enhanced DBS checks or overseas equivalent) will be required prior to confirmation of appointment.
- Staff will complete online Safeguarding and online Prevent training

How to apply

If you feel you meet our requirements, please find our application form on the Work With Us page of our website <http://www.targetenglishinternational.com/work-with-us/> . If you would like to discuss the role informally, please call Recruitment on +44 (0) 1482 755644.

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