

# TIE - Trinity International Education

## Job Description Activities Co-ordinator

### Purpose:

- To be jointly responsible with the Activities Manager for the smooth running of the activity programme
- To be responsible for airport transfer arrangements both to and from the school
- To monitor the welfare and enjoyment of all students and cover various pastoral duties as and when required

### Hours of Work/Contract Type:

- Fixed term 48-hour contract over a six-day week
- You may be required to work additional hours when requested to meet the needs of the business
- This position will involve working on weekends and other unsocial hours

### Responsibilities & Tasks:

#### People Management Responsibilities

- To brief the activity team on all aspects of their responsibilities, including detailed briefings before each activity and excursion, ensuring they are aware of their duties and that they have the required information and equipment
- To manage the suitable allocation of staff to activities, excursions, and transfers in liaison with the Activities Manager making sure that staff are utilised well and that TIE's supervision ratio is met at all times
- To monitor the activity team to ensure they are engaging with students and Group Leaders to deliver a well-planned and well-executed activity programme that meets TIE policies and procedures
- To seek feedback from staff, students and Group Leaders on the activity programme while putting strategies in place to constantly improve the team's delivery, including arranging observation and appraisal sessions

#### Activity Responsibilities:

- To assist the Activities Manager in all aspects of planning and delivering the activity programme, to include:
  - to be responsible for and control all activity resources
  - to liaise regularly with suppliers (e.g. transport, activity venue providers, on-site facility managers, catering, school maintenance, etc.) to guarantee the smooth and safe operation of all activities and excursions
- To organise, set up and lead fun, engaging and safe activities for the students and actively encourage them to take part

- To lead and guide students and Group Leaders on excursions to a variety of locations and give informative talks both on the coach/train and when walking around

### **Transfer Responsibilities:**

- To be responsible for coordinating arrival and departure airport transfers, liaising with the Activities Manager and transport providers where required
- To re-confirm and/or book transfers as assigned by the TIE Head Office and allocate staff

### **Other Responsibilities:**

- To assist in daily administrative and pastoral tasks as requested by line management, including meal monitoring, residential and curfew duties which sometimes involve late-night work
- To deputise for the Activities Manager as required
- To hold the school's emergency phone as required
- To act on any incidents of misbehaviour, according to TIE policy
- To act at all times in accordance with the company policies outlined in the Staff Handbook, including the staff Code of Conduct
- To follow TIE's Safeguarding Policy, ensuring it is followed by others, and maintain a friendly yet professional manner with students at all times
- To ensure that students adhere to the TIE Student Code of Conduct
- To take on the role for First Aider, if required, or to be aware of the designated First Aider/s on-site and report to them when First Aid is required
- To act in a seemly and professional manner with all of TIE's agents, students, Group Leaders and not to engage in any activity which may bring TIE, its agents, partners or the designated host venue into disrepute
- To provide excellent customer service to students, Group Leaders and other agents of TIE
- To be flexible to carry out any other duties as may be reasonably assigned by TIE or the Activities Manager

## Other Information

- The Activities Co-ordinator reports to the Activities Manager
- Rates of pay will be discussed at the interview
- TIE will provide full board and accommodation included in the package
- Full training will be provided, and any online materials and courses will need to be read and completed before the start of employment
- All staff will be required to:
  - help with setting up the centre
  - complete an exit feedback form
  - attend an appraisal
  - attend staff meetings
- TIE operates a strict safer recruitment policy, and all staff will have checks made on their suitability to work with children to include:
  - enhanced DBS check and/or local equivalent
  - references that will ask directly about the applicant's suitability to work with children
- Applicants must be eligible to work in the country where they are assigned and be able to supply proof of the same (TIE does not sponsor visas)
- TIE is an equal opportunities employer and, provided applicants meet the requirements for employment working with minors, does not discriminate against age, colour, disability, ethnic origin, gender, immigration status, marital status, social or economic status, nationality or national origins, race, religious or political beliefs, responsibility for dependents, sexuality, trade union membership or unrelated criminal conviction(s).

## **Person Specification: Essential**

### **Qualifications**

- Educated to A level or equivalent to UK level 3 education
- Very good level of spoken and written English (CEFR B2 minimum, e.g. FCE/IELTS 5-6.5)

### **Experience**

- Experience in a similar role
- Experience in working with young people

### **Skills, Knowledge and Abilities**

- Meticulous and thorough approach to work
- Strong organisation and time management skills
- Ability to organise excursions to a high standard
- Excellent communication skills and a team mentality
- 'Can do' approach to work
- Ability to work under pressure and be adaptable
- A good understanding of child welfare & safeguarding
- Computer literate with emphasis on Microsoft Word, Outlook & Excel

### **Personal Attributes**

- Some knowledge of foreign cultures
- Interests in activities and local cultures

## **Desirable**

### **Qualifications**

- First Aid, Lifeguarding and Safeguarding qualifications
- Sports coaching qualification

### **Experience**

- Experience in a summer school environment
- Experience in making and managing attraction bookings

### **Skills, Knowledge and Abilities**

- Knowledge of a foreign language