

HEAD OF SPORTS & ACTIVITIES

Multiple Centre Locations Across the UK

Ardmore

JOB OVERVIEW

The Head of Sports and Activities' key responsibilities are the implementation, smooth running, administration and ultimate successful delivery of all aspects of the Summer School Activities and Excursions Programmes (day time activities, evening entertainment and excursions). They must lead, motivate and professionally develop a strong team of Activity Leaders to execute the high standard programmes that our students deserve.

MAIN TASKS

The Head of Sports and Activities' main duties include the creation and implementation of a high-quality activity and excursion programme, ensuring that all staff members have been properly inducted and are prepared and present for activity sessions. They must ensure that the programme is enjoyable and delivered safely. The Head of Sports and Activities will lead a team of Activity Leaders and carry out continuous development exercises such as observations and appraisals. They will lead regular meetings with the Activity Team to discuss client feedback and adjust the activity programme, if necessary, to develop new ideas that reach the desired high standard for activities and excursions. The Head of Sports Activities must ensure that every excursion is booked with the correct transportation and that all required documentation is ready to take on the trip. The Head of Sports and Activities must also maintain accurate administrative records (registers, rotas, incident reports, excursions, regularly updated risk assessments and programmes). The Head of Sports and Activities will work closely with the Centre Director to liaise about the stock of activity material, centre-hired items and the return of all unused stock. They will also liaise with the host college or university staff to ensure that facilities are booked and ready. Heads of Sports and Activities and managers are responsible for the set up and closure of the centre and must assist with the day-to-day running of the centre.

SAFEGUARDING RESPONSIBILITIES

- Where necessary share appropriate information with professionals and/or colleagues as may be required to keep everyone safe.
- Promote a positive culture of information sharing which leads to effective safeguarding processes being followed as per the company's Safeguarding Policy.
- Take responsibility on behalf of Ardmore for day to day safeguarding management as the Deputy Designated Safeguarding Lead, following the Ardmore safeguarding policy.

ADDITIONAL INFORMATION

This job description summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Centre Director and the Operations Team.

PROGRESSION

Centre Director

A WEEK AS A HEAD OF SPORTS & ACTIVITIES

DAY	MORNING	AFTERNOON	EVENING
1	Activities Staff Meeting and Induction	AM/PM Split and Activities Programme	Create Registers
2	Prepare Excursions	Manage Excursions	Observe Evening Entertainment
3	Manage Bookings	Observe Activities	Night Duties
4	Day Off	Day Off	Day Off
5	Manage Excursion Bookings	Assist HPC With Arrival/Departure Preps	Record Registers
6	Manage Excursions	Next Week Rota	Assist CD
7	Update Risk Assessments	Activities Staff Meeting	Evening Off

ESSENTIAL CRITERIA

- ✓ Ability to lead fun and engaging activities (whether sports/ arts & crafts or alternative) for a group of students.
- ✓ Enthusiasm and ability to motivate a team of activity staff and students.
- ✓ Strong organisational and administrative skills
- ✓ Proven leadership skills.
- ✓ High level of professional conduct.
- ✓ Strong communication and leadership skills.
- ✓ Eligible to live and work in the UK and 18 or over.

PERSONAL ATTRIBUTES

- ✓ Problem-solving attitude.
 - ✓ Energetic with a good work ethic.
 - ✓ Enthusiastic and motivational.
 - ✓ Natural ability to lead and work in a team
- Approachable and sensitive to other cultures and

DESIRABLE CRITERIA

- ✓ Experience of organising an activity programme and/or events programme.
- ✓ Hold a valid First Aid Certificate, Lifeguard or sports coaching qualification.
- ✓ Have experience of working with students aged 9 – 17.
- ✓ Valid DBS and/or Overseas Police Checks (Ardmore can assist with this).

Ardmore is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Background checks and an enhanced DBS will be required.

✓

KEY FACTS

- ✓ Reports to Centre Director and Operations Executive.
- ✓ 4-8 week contract.
- ✓ Must attend compulsory leadership training from 20th June 2020.
- ✓ 48 hours per week. Some weeks you may be required to work in excess of 48 hours. You will therefore be asked to `opt out` of the 48-hour Working Time Directive.
- ✓ Evening and weekend work required.
- ✓ Full board and accommodation provided free of charge.