
Activity Co-ordinator (ACO)

Job Description:

The Activities Co-ordinator has overall responsibility for the implementation and smooth running of the activities and excursions programme, assisted by all Activity Leaders, Teachers and Group Leaders. An outlined social programme is prepared by Head Office and co-ordinated by the Activities Co-ordinator. The role is a management position and you should expect a demanding workload. This is a residential position, and duties will include supervision of students in the residences.

The Activity Co-ordinator needs to establish a working atmosphere of co-operation, fun and enthusiasm between staff, group leaders and students. A sound knowledge of the local area and its attractions should be gained prior to commencement of contract. The ACO is required to work closely with the Centre Manager and the Director of Studies. Attendance at the Training Days is essential.

The role of the ACO incorporates the following:

- Ensuring that a high-quality activities and excursions programme delivered, following MLI guidelines closely
- Responding to our clients' needs, and meeting their demands wherever possible
- Working closely with the other members of the management team to provide a meaningful and challenging learning experience for all students
- Manage, observe and appraise the work of Activity Leaders
- Safety and welfare of all the students at all times
- Report to Centre Manager and Operations Manager

You will be required to sign a form declaring details of any criminal convictions, cautions, reprimands and final warnings, and any other information that may have a bearing on your suitability for the post. Please find the Declaration on the Job Offers page. Please note all references will be followed up.

UK Only - should your application be successful, you will be subject to a CRB Enhanced Disclosure or Disclosure Scotland background check.

Main Responsibilities and Duties

- Administration of the Activities Programme

- To have read and understood the ACO and AL Manuals and be fully conversant with our policies for the welfare and protection of children. At all times whilst on duty, you are responsible for the care, welfare and safety of students whilst ensuring they follow the rules.
 - Play a large part in the Staff Induction Day, usually one or two days prior to students' arrival. The ACO will provide training to Activity Leaders and Teachers (UK Only) in planning, organising and running on-site and off-site activities and excursions.
 - Deliver a high quality activities and excursions programme. Consult with Group Leaders and other members of the activity team to improve the programme wherever possible, within guidelines set by Head Office.
 - Ensure activities comply with British Council and English UK guidelines or ACELS Ireland (documents available on site).
 - Manage, motivate and brief the activity team and oversee their designated task, referring any issues regarding teaching staff to the Director of Studies.
 - Ensure a high level of student and staff participation in activities through motivation, organisation and supervision.
 - Ensure that activities and excursions are run according to MLI procedures and rules.
 - Confirm all facilities and booking details with the centre and external supplier, such as attractions and coaches.
 - Control expenditure of the activities programme and report weekly to the Centre Manager.
 - Ensure that MLI and its customers receive value for money from the activities programme, and that correct use is being made of the facilities and coaches.
 - Establish and maintain open communication between the centre, clients, and Head Office.
 - Represent MLI positively in all conversations with client, staff, and the host centre.
- Welfare
- All members of the residential team have student welfare duties on a rota basis to assist in the programme of student supervision. This involves leading and supporting members of staff and ensuring that welfare duties are carried out in line with company policy.
 - Supervision will include mealtimes, free-time both on and off campus and night time duties on a rota basis.
 - Liaise with the Centre Manager to confirm the rota for supervision and pastoral care.

- Other Duties

- Write a final report to be submitted to HO no later than five days after the closing of the centre.
- Ensure that all MLI Health & Safety policies are implemented and monitored.
- Support the Centre Manager in the overall management of the centre.
- You may be nominated by Head Office to deputies for the Centre Manager in his/her absence.
- Additional duties as required.

Essential Requirements

- Current and Fully Qualified Occupational First Aid Certificate
- Effective management skills
- Effective communicator
- Proven competence in leadership
- Enthusiasm
- Enjoy working with children and teenagers from different cultures
- Able to adapt quickly to change
- Smart personal appearance

Desirable Requirements

- Previous experience of running an activity/leisure programme
- Proven competence in administration
- Computer literate
- Experience of working with children
- Previous ACO/Activity Leader experience
- Previous summer school experience
- Previous residential experience
- Relevant qualification e.g. sports coaching or drama

To apply for this position please fill out the Application Form

MLI INTERNATIONAL SCHOOLS IS AN EQUAL OPPORTUNITIES EMPLOYER