

## ACTIVITIES MANAGER 2010

### PERSON SPECIFICATION

The Person Specification identifies the attributes required to undertake the role effectively.

	Essential	Desirable	Tested at Application	Tested at Interview
<b>Qualifications:</b>				
Educated to degree level	X		X	
Relevant qualification e.g. sports coaching or drama		X	X	
<b>Experience:</b>				
Previous experience of running an activity/leisure programme	X		X	X
Experience of working with children		X	X	
Previous summer school experience		X	X	
Previous residential experience		X	X	
Previous AM/Activity Leader experience	X		X	
<b>Skills:</b>				
Effective management skills	X		X	X
Proven competence in leadership	X		X	X
Proven competence in administration	X		X	X
Computer literate	X		X	
Able to adapt quickly to change	X		X	X
<b>Additional Attributes:</b>				
Effective communicator	X		X	X
Enthusiasm	X			X
Enjoy working with children and teenagers from other cultures	X			X
Professional appearance	X			X

#### BRIEF STATEMENT ON TERMS AND CONDITIONS OF EMPLOYMENT

<b>SALARY PER WEEK (7 DAYS)</b> ENTITLED TO ONE DAY OFF PER WEEK										
Post	Basic salary	First aid increment	Performance bonus per week (according to student numbers)					Loyalty increments (dated from 2004)		
			Up to 150	151-250	251-350	351-450	451 +	1 previous summer	2 previous summers	3 previous summers
Activities Manager	£390	£10	£25	£50	£100	£125	£150	£23	£33	£43

We value our centre staff and offer loyalty bonuses for returning staff. The loyalty increments quoted above only apply if this is your second, or subsequent, year as a member of the management team. Otherwise, the normal loyalty increments apply (please see Non Management Salaries, Terms and Conditions for rates).

Staff do not receive any overtime payment unless this is expressly agreed with the Centre Director in consultation with Head Office.

**Performance Bonuses:** paid in the final payroll of the summer, are awarded depending on satisfactory completion of the contract according to duties and responsibilities outlined in the job description and in the management manual. This decision, made by the Head Office management team, is final and non negotiable.

**Annual Leave:** The annual leave entitlement is 28 days pro-rated. Unless there are special circumstances agreed during the interview/appointment (e.g. graduation, family wedding, interview etc.) this holiday can only be taken at the end of the contract. Staff will be paid for unspent holiday at the end of their contract.

**Salary:** Staff will be paid 2 weekly, in arrears, to their nominated bank account. Named cheques and international transfers are made at the employee's own cost.

**Criminal Records Bureau (CRB) disclosure check:** Please note that some posts at the company may require a CRB disclosure check or a Disclosure Scotland check. In these cases candidates would be informed at application stage and receipt of a satisfactory check would be a condition of appointment.

On the application form, 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.

All staff must be employees of Stafford House Study Holidays. We cannot hire any staff on a self-employed basis

#### **EQUAL OPPORTUNITIES STATEMENT**

Our Equal Opportunities Policy states:

"In the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual meets, or is likely to meet the requirements of the programme or course or post.

The requirements being met, no employee will be discriminated against on the basis of their sex, race, colour, ethnic origin, nationality (within current legislation), age, disability, sexual orientation, marital status, caring or parental responsibilities, or beliefs on matters such as religion or politics."