



Sports & Excursions Coordinator (SEC)

Summer 2010

Max of 40 hours: £280 per week

Job Description

The Sports and Excursions Coordinator (SEC) has overall responsibility for the implementation and smooth running of the sporting activities and excursions programme, assisted by all staff including Campus Activity and Welfare Coordinators, Activity Leaders, and Group Leaders. An outlined social programme is prepared weekly in consultation with the Director of Operations and Campus Activity and Welfare Coordinators and coordinated by the Sports and Excursions Coordinator (SEC). The role is a middle management position and you should expect a demanding workload. This is a non-residential position.

The Sports and Excursions Coordinator (SEC) needs to establish a working atmosphere of co-operation, fun and enthusiasm between staff, clients (Group Leaders) and students. A sound knowledge of the local area and its attractions should be gained prior to commencement of contract. Also, as a member of the Centre Management Team, the Sports and Excursions Coordinator (SEC) is required to work closely with the Campus Activity and Welfare coordinators and the Director of Operations

The role of The Sports and Excursions Coordinator (SEC) incorporates the following:

- **Ensuring that a high-quality sports activities and excursions programme is delivered, following our guidelines closely**
- **Responding to our clients' needs, and meeting their demands wherever possible**
- **Working closely with the members of the management team to provide a meaningful and challenging learning experience for all students**
- **Safety and welfare of all the students at all times**

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. Furthermore, if your application is successful, you will be subject to a Disclosure Scotland check. (Payable by the employee)

Reports to: Director of Operations



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Main Responsibilities and Duties

Welfare

1. To have read and understood the Activity Staff manual and staff handbook, and be fully conversant with our policies for the welfare and protection of children. At all times whilst on duty, staff are responsible for the care, welfare and safety of students whilst ensuring they follow the school rules.
2. Take on welfare supervision duties as and when required, as designated by the Director of Operations.
3. Liaise with the Director of Operations and the Campus Activity and Welfare Co-ordinators to organise the rota for sports activity supervision, accompaniment of Half day and Full day excursions and pastoral care duties.

Management of the Activities Programme

4. Play a part in the Activity Leaders Staff Induction Day, usually one or two days prior to students' arrival. The Sports and Excursions Coordinator (SEC) will provide training to Activity Leaders in planning, organising and running on-site and off-site sports activities and excursions.
5. Deliver a high quality sports 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 the Director of Operations.
6. Ensure activities comply with British Council and English UK guidelines (documents available on site).
7. Manage, motivate and brief the activity team and oversee their designated tasks, referring any issues that may arise to the Director of Operations.
8. Ensure a high level of student and staff participation in activities through motivation, organisation and supervision.
9. Ensure that Sports activities and excursions are run according to St Andrew's College Summer Schools procedures and rules.
10. Confirm all facilities and booking details with the centre and external suppliers, such as attractions and coaches.
11. Control the activity materials stock (Sports Equipment), including items belonging to St Andrew's College Summer Schools, the centre and hired items. Return all unused/durable stock in good condition.
12. Ensure that St Andrew's College Summer Schools and its customers receive value for money from the sports activities programme and organised excursions, and that correct use is being made of the facilities and coaches.
13. Establish and maintain open communication between the centre, clients, and The Director of Operations.
14. Represent St Andrew's College Summer Schools positively in all conversations with clients, staff, and the host centre.
15. Lunch time supervision duties Monday – Friday.
16. Count and load packed lunches on to coaches prior to full day trip departure.
17. Escort groups on excursions, ensuring the safety and welfare of the students, as well as providing them with information to help them get the maximum benefit from their visit.



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Other Duties

18. Close the centre, return all St Andrews College Summer Schools equipment according to guidelines outlined in the activity staff manual and write a final report to be submitted to The Director of Operations no later than five days after the closing of the centre.
19. Ensure that all Andrews College Summer Schools Health & Safety policies are implemented and monitored.
20. Additional duties as required.

Essential Requirements / Desirable Requirements

- Previous experience of running an activity/leisure programme
- Effective management skills
- Effective communicator
- Educated to degree level
- Enthusiasm
- Enjoy working with children and teenagers from different cultures
- Able to adapt quickly to change
- Proven competence in administration
- Computer literate
- Smart personal appearance
- Experience of working with children
- Previous summer school experience
- Relevant qualification e.g. sports coaching

Salary per Week: £280 (7 Days / Maximum of 40 hours)

All staff accrue pro rata paid holiday during their period of employment.

Holiday entitlement is set at 28 days per annum pro-rata.

Staff do not receive any overtime payment unless this is expressly agreed with the Director of Operations.

All staff must be employees of St Andrew's College Summer Schools.

Salaries are paid in arrears into a UK bank account every week.

Lanyards and ID badges must be worn at all times whilst on duty.

Smart casual dress code. However, whilst on excursions or transfers, staff must wear the company T-shirt, lanyard and ID badge provided.