

Job Title: Social Director

Reporting to: On-site Course Director (& SUL Head Office Operations Manager)

Job purpose: To manage the overall running of the social programme for the summer school

Manage the activity staff & SUL team in relation to the social programme

Liaise with College facility staff to ensure availability & smooth running of the programme

To undertake all risk assessments associated with the social programme and be responsible for student & staff welfare during the activities & excursions

This position involves working weekends and unsocial hours. You will live on-site for the duration of the course. Full board accommodation is provided as part of the salary package.

This is a role of high responsibility. You are directly responsible for managing the success of the Social Programme, and responsible for the welfare & enjoyment of students & staff.

DUTIES & RESPONSIBILITIES:

In relation to SUL Head Office:

- To run an on-site induction with the Course Director for all staff on the day prior to the start of the courses
- To have read & understood the role of the International Social Director, the SUL Child Protection policy and any accreditation requirements (ABLS) prior to the start of employment. (Documents will be supplied when SUL have received your signed contract)
- To meet with the Course Director every day
- To handle the petty cash, and manage the petty cash system and provide appropriate receipts for purchases
- To liaise with SUL Operations Manager with regard to coach & venue bookings for excursions
- To carry out all tasks concerned with the setting up, administration & closing down of the summer school
- To take full responsibility for controlling and returning all sport gear, etc in the Centre Pack
- To fulfil your obligations on reporting & feedback
- To represent SUL at all times

In relation to College staff:

- With the College's Facilities Manager, go through the available facilities and risk assessments before the students' arrival
- Get a facilities orientation with a member of college staff, check on site leisure facilities / keys / equipment / times of use for SUL
- Ensure you are fully conversant with ALL onsite rules & regulations.

In relation to the SUL team on site:

- With the Course Director, run a pre-course induction meeting with the SUL residential team to delegate duties and responsibilities for the activity programme. Inform staff of procedures needing to be implemented & make sure they understand their role
- Be responsible for the induction, supervision and animation of any activities staff
- Organise a staff rota for the activities programme in conjunction with the Course Director
- Organise a management rota with the Course Director to ensure that you each have all relevant information when the other is off-duty and acting as deputy for the Course Director
- To attend the pre-class meeting each morning to give information to teachers on the day's Social Programme
- Co-ordinate daily meetings with the activity team
- Ensure that SUL staff adhere to site & SUL rules – with particular attention to smoking & alcohol
- Work to ensure that all staff are punctual & happy in their work, and fulfil their duties as required
- Arrange cover in case of absence
- Manage disputes and finding workable solutions
- Keep in constant communication with the Course Director to ensure the social programme is running smoothly
- Ensure the welfare of your staff in relation to the activities and excursions undertaken

In relation to overseas students:

- Meet & greet students on arrival – with all of the team
- Put up signage to help orientate students
- Ensure the safety, wellbeing & enjoyment of every student
- Implement health & safety procedures as necessary including risk assessments
- Conduct regular assemblies as timetabled
- Ensure proper discipline is maintained throughout the course
- Participate in the morning wake up & night time duties
- Be responsible for registration, petty cash & handling of all monies.

In relation to the social programme:

- Plan afternoon and evening activities within a framework set by/agreed with the Operations Manager
- Double check with transport & leisure venue providers all coach bookings & venue bookings – dates / times / numbers etc well in advance of the activity/excursion
- Promote and implement the day to day activities. This includes the creation of a large, visual board and display of the week's activity programme in a place accessible to students and maintaining this daily
- Ensure that the Social Programme offers a balanced programme of activities and excursions suitable for both sporting and non-sporting children, is suitable for the age group you have and takes note of the interests of the students
- Plan, promote and implement the full-day excursion and half-day visits
- Sell/promote optional extra tours and activities
- Be responsible for activity resources that are provided. You will have an inventory to check them in and out with
- Be responsible within a budget for buying extra resources needed for onsite activities and providing receipts for same to Head Office
- Ensure health & safety standards/procedures are implemented for each tour/activity/event, including a risk assessment
- Oversee all arrangements for sporting & non-sporting activities

- Organise student teams
- Organise an excellent Welcome Party and a Leaving Party for the students!
- Make all the arrangements for the final day presentations and farewell party
- Produce an exceptional Talent show!
- Lead, support & motivate the activity staff

ESSENTIAL REQUIREMENTS FOR THIS POSITION:

No formal qualifications are necessary. However, applicants should be at least 18 years old with the necessary maturity to undertake responsibility for groups of students aged between 10 and 18 years old.

Essential qualities:

- Must have summer school experience
- Excellent management, communication & organisational skills.
- Flexibility
- Ability to multi-task effectively
- Ability to delegate
- Ability to work in a high pressure and fast paced environment.
- Must be able to demonstrate good problem solving capabilities.
- Experience of working with young people.
- A sense of humour & a sense of fun!
- A “can do” attitude.

Desirable, but not essential:

- Previous managerial experience within a team
- Teaching experience
- Experience supervising minors
- Administrative experience
- Knowledge of other cultures

The most important requirement is the applicant is enthusiastic, energetic, outgoing and keen to make a decisive contribution to all the aspects of a course.

You will be required to have a full DBS check for this position (please see the website for full details)