



Summer 2024

## Camp Manager Job Description

<b>Job Title:</b>	<b>Camp Manager (Residential or Non-Residential)</b>
<b>Organisation Name:</b>	Brownlee Language International Summer Schools (BLISS)
<b>Location:</b>	Perthshire, Scotland
<b>Department/Section:</b>	Residential and Activities
<b>Availability:</b>	Must be available on 27 <sup>th</sup> & 28 <sup>th</sup> June 2024 for training and from 30 <sup>th</sup> June-11 <sup>th</sup> August 2024 for Summer School.
<b>Working Hours:</b>	The post-holder may be required to work in excess of 48 hours per week. Evening and weekend work will be required. The working week is 6 days per week.
<b>Reports to:</b>	Business Support Manager
<b>Salary:</b>	Competitive. Dependent on candidate experience.
<b>Benefits:</b>	Staff uniform. (If residential, accommodation, all meals, Wi-Fi. Laundry facilities also available.)
<b>Training Provided:</b>	<ol style="list-style-type: none"><li>1. Child Protection Training.</li><li>2. Summer School Induction.</li><li>3. Continuous and regular development throughout the contract.</li><li>4. PVG/DBS provided.</li></ol>

<b>Background to the Role:</b>	<p>This position can be either residential or non-residential. It is a fundamental role for the success of the Summer School. The post-holder will have overall responsibility for the Residential and Activities staff and will work closely with the Business Support Manager on the day-to-day management of all matters relating to the non-academic elements of the Summer School both on and off site.</p> <p>This role will be varied, challenging and one that calls for professionalism, discretion and the ability to deal with issues in a calm and courteous manner.</p> <p>The Camp Manager will have the Head of Residential &amp; Welfare (HoRW) and Head of Activities &amp; Excursions (HoAE) reporting directly to them and all residential and activities staff reporting to them indirectly.</p>
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	<p>The post-holder will also take responsibility of team lead for all residential and activities staff in the absence of the HoRW and HoAE and ensure every aspect of these core elements of the Summer School run smoothly at all times both on and off site. This includes, but is not limited to, laundry, overnights, and emergency calls.</p> <p>Students will engage directly with the post-holder, so it is very important that you feel comfortable working with Summer School participants ranging in age from 8-17 years. We are looking to fill this post with someone who is confident as a leader and has empathy with learners. The post-holder must have a full understanding of the requirements for Child Protection and Safeguarding, knowing and understanding the distance that staff and students must maintain is crucial to this role. There cannot be any social media contact or any behaviour that contravenes our Child Protection and Safeguarding Policy. Ideally, we are looking to recruit a member of staff that will join us again for future Summer Schools.</p>
<p><b>Purpose of the Role:</b></p>	<ol style="list-style-type: none"> <li>1. To safeguard students above all else.</li> <li>2. To line manage the HoRW and HoAE.</li> <li>3. To be a point of contact for residential and activities staff and students.</li> <li>4. To oversee the residential element of the Summer School and ensure that students have a home from home and all are participating in one or more activities onsite.</li> <li>5. To oversee the activities element of the Summer School and ensure the smooth running of all activities including offsite excursions and afternoons.</li> <li>6. To provide risk assessments</li> <li>7. To oversee the logistics around student new arrivals and departures, ensuring that all the necessary residential arrangements are in place for the students.</li> <li>8. Any other duties, as required.</li> </ol>
<p><b>Key Tasks and Responsibilities:</b></p>	<p>This role is very versatile and will ask the holder to be flexible, a team player as well as patient and forward thinking. Key tasks include but are not exclusive to the following:</p>

	<ol style="list-style-type: none"> <li>1. Take responsibility for line managing the Head of Residential &amp; Welfare (HoRW) and Head of Activities &amp; Excursions (HoAE).</li> <li>2. To oversee the residential and activities elements of the Summer School and ensure that these are running smoothly.</li> <li>3. To work closely with the Business Support Manager on the logistics for the non-academic elements of the Summer School.</li> <li>4. To communicate regularly and effectively with all staff including residential and activities as well as external service providers.</li> <li>5. To lead activity and residential meetings and participate fully in staff meetings.</li> <li>6. Additional duties, as required.</li> </ol>
<b>Additional Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. To ensure that all mandatory training is completed before the Summer School begins.</li> <li>2. Ensure that all pre-employment documents are completed and returned by the deadline given.</li> </ol>
<b>Supervision of Staff (directly/indirectly)</b>	<ol style="list-style-type: none"> <li>1. Direct supervision of the Head of Residential and Head of Activities.</li> <li>2. Indirect supervision of all residential and activities staff.</li> </ol>

## Camp Manager Person Specification

Criteria	Essential/ Desirable	Evidence
<b>Education/Training/Qualifications</b>		
High standard of written and spoken English	E	Application/Interview
Previous Child Protection Training (although training will be provided).	E	Application/Interview
First Aid Qualification	E	Application/Interview
Lifeguarding Qualification	D	Application/Interview
Fire Safety/Fire Marshall Training	D	Application/Interview
Health & Safety Qualification/Training	D	Application/Interview

Full UK Driving Licence (and access to transport)	D	Application/Interview
<b>Work Experience</b>		
Previous Summer School experience	E	Application/Interview
Previous residential experience	E	Application/Interview
Experience in providing activities for both junior and senior students	E	Application/Interview
Previous experience working with learners of English	E	Application/Interview
Previous experience of line managing staff	E	Application/Interview
<b>Knowledge/Skills/Attributes</b>		
A responsible and safe attitude to the running of a residential camp	E	Interview
A responsible and safe attitude to excursion and all offsite activities	E	Interview
Be willing to complete the induction process and all mandatory and subsequent training provided	E	Interview
Ability to engage and communicate effectively with staff and students and maintain high standards of behaviour throughout the Summer School.	E	Interview
Ability to lead the organisation of group activities	E	Application/Interview
Ability to adapt quickly to change and be flexible	E	Application/Interview
Enjoy working with children and teenagers from different cultures	E	Application/Interview
Ability to address large groups of young people	E	Application/Interview
Good problem-solving skills	E	Application/Interview
Be a team player as well as a team leader	E	Application/Interview
Ability to maintain long periods of physical activity	D	Interview
Good knowledge of Scottish Culture and History	D	Interview
<b>Personal Qualities/Special Circumstances</b>		
Eligibility to work in the UK	E	Application/Interview
Pass Disclosure Scotland/DBS or equivalent background checking/vetting procedures	E	Original certificate to be provided
A leader and mentor approach to life	E	Application/Interview
Approachability, patience and excellent inter-personal skills	E	Application/Interview
Clear and effective communication	E	Application/Interview
Approachability, patience and excellent inter-personal skills	E	Application/interview
Be flexible, outgoing, hardworking and sociable	E	Application/Interview
Enjoy working outdoors	E	Interview



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Ability to remain calm in an emergency situation	E	Interview
Maintain a smart personal appearance	E	Interview
Ability to remain positive and retain a sense of humour	D	Interview