

# LILA Job Advert

LILA Liverpool\* offers a wide range of English language, Exam Preparation and A Level courses suited to different student levels, ages, and needs

Job Title	Excursion and Activity Manager
Salary	<ul style="list-style-type: none"><li>• Full-board accommodation is provided for residential team members. We do <b>not</b> deduct any money from your salary for board and lodgings. You will be fully catered for during your time with us.</li><li>• All salaries are paid monthly in arrears (on the last day of the month).</li><li>• Holiday pay is added to your final pay packet.</li><li>• Residential weekly salary (excluding holiday pay) is £620 per week.</li></ul>
Start Date	June 2026
Hours	Full time (Residential)
Holidays	Holiday pay is added to your final pay packet.
Why LILA?	<ul style="list-style-type: none"><li>• Be part of a supportive, international summer camp environment</li><li>• Play a meaningful role in student wellbeing and safety</li><li>• Work with a friendly and dedicated residential team</li><li>• Gain valuable experience in pastoral care and safeguarding</li></ul>

**Appointment to the role will be subject to pre-appointment suitability checks.**

## How to apply

To apply, please complete the application form and submit it along with your cover letter and CV to [freya.patmore@lilalovetolearn.com](mailto:freya.patmore@lilalovetolearn.com)

## Safer Recruitment

All applicants should be aware that:

- References will be requested prior to interview where possible.
- Any gaps in employment must be explained and may be explored during interview.
- An enhanced DBS check (with barred list check if applicable), right to work in the UK check, and verification of employment history will be required.
- Online check will be carried out as part of screening

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- This role is subject to a satisfactory probation period and ongoing safeguarding training.

Application deadline	We will recruit until all positions are filled but advise applying early to avoid disappointment
Shortlisted applicants will be notified by	Email
Interview period	Ongoing

## The LILA mission

At LILA, we aim to create an environment where the talents of the individual, student and staff alike, are maximised. We will do this by:

- Ensuring a complete student experience
- Offering a wide variety of courses and a flexible approach
- Delivering great value for money
- Maintaining a fresh, contemporary environment

**Our mission is simple: LILA\* - love to learn.**

## LILA Core Values

**Growth** – We encourage continuous learning, development and improvement for our students, staff and partners.

**Trust** – We act with integrity, honesty and accountability, building strong and reliable relationships.

**Inclusivity** – We celebrate diversity, ensure equality of opportunity, and create a welcoming environment for everyone.

**Positivity** – We approach challenges with optimism, kindness and a solutions-focused mindset.

## Job Description

**Job Title:** Excursion and Activity Manager

**Location:** LILA\* Liverpool – University of Liverpool Campus

**Contract:** Seasonal / Summer

**Hours:** Full time (Residential)

**Role Overview**

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LILA\* Liverpool is seeking an Excursion and Activity Manager to lead the successful delivery of a residential summer camp programme. This is an on-site role with overall responsibility for the delivery and coordination of the sports and activity programme. The Excursion and Activity Manager provides strong leadership, ensures high standards of student welfare and programme delivery and creates a positive, professional environment for both students and staff throughout the summer.

## Key Responsibilities

### Pre-Summer Preparation

- Attend an online pre-summer training session and in-person induction
- Attend pre-summer Management Training
- Attend the team induction and assist with centre setup
- Ensure the centre and staff team are fully prepared for student arrival
- Spend several days prior to arrival organising, preparing and setting up the centre

### Summer Sport and Activity Management and Delivery

- Manage a team of Sport and Activity Leaders
- Coordinate the sports and activity programme and ensure seamless programme delivery
- Lead excursions when required and ensure the safety and welfare of students at all times.
- Deliver engaging sports and activity sessions tailored to students of varying abilities.
- Maintain a safe and inclusive environment where all participants feel supported and motivated.
- Work closely with the Centre Manager and wider management team
- Ensure all equipment is well-maintained and returned after use
- Supervise mealtimes as required
- Deputise for Centre Manager as required

### Teamwork and Communication

- Support the wider activity team, working collaboratively to achieve a seamless programme.
- Attend daily management team meetings to provide updates and receive guidance.
- Hold regular team meetings to ensure clear communication and consistent standards

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- Act as a point of contact for students and group leaders, addressing any questions or concerns about the programme.
- Work with the team and group leaders to maintain student discipline.
- Deliver evening activities and excursions.

## Feedback and Administration

- Deal quickly and effectively with student and group leader queries regarding sports and activities.
- Ensure students and group leaders are informed about the timetable and feel encouraged to participate.
- Seek feedback from the Sport and Activity Team
- Help to maintain activity noticeboards and other communication tools.
- Maintain accident and damage records.
- Read, understand and sign off to all risk assessments for excursions and activities.
- Submit end-of-contract feedback to support programme improvement.

## Safeguarding and Professionalism

- LILA\* Liverpool is committed to implementing our Safeguarding policies and procedures.
- All successful candidates will need to complete Prevent and Safeguarding e-learning.
- Read and adhere to the Operating and Safeguarding Handbook.
- Maintain good standards of Health and Safety at all times.
- Maintain the good name and reputation of LILA\* Liverpool at all times.
- Safeguard the welfare and protection of the students in accordance with our Safeguarding Policy.
- Act as a positive role model, promoting LILA\* Liverpool's values at all times.
- Maintain an entirely professional manner at all times.

## Essential skills & experience

- Experience coaching sports or working with young people in summer schools or similar settings.
- Committed to ensuring the safety of students.
- Adaptability and flexibility
- Boundless energy and enthusiasm
- Excellent communication and motivational skills
- Willingness to learn and adopt new teaching methods

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- Full right to work in the UK

## **Desirable skills & experience**

Experience in one or more of the following is advantageous:

- National Governing Body Sports qualifications and/or PGCE in Physical Education.
- Lifeguard qualification
- Relevant first aid qualification
- Qualifications/experience in related subjects such as drama, sports and music etc
- Knowledge of the local area

## **Safer recruitment checks**

- Minimum of 2 reference checks
- Enhanced DBS check
- Overseas police check (if applicable)
- Review of the applicant's online footprint and publicly accessible social media profiles, in line with statutory guidance for safer recruitment
- We will seek to run Prohibited List Checks (if applicable)

## **The successful candidate will:**

- Promote the British values of respect, tolerance, individual liberty and rule of law
- Be trained in health and safety awareness such as first aid/fire marshal etc (training available by LILA\*)
- Be trained to Safeguarding Level 1 (Basic Awareness) (training available by LILA\*)
- Attend in-company safeguarding training & participate in steps raising staff awareness of the company's legal duty of care to under 18 students and vulnerable adults
- Demonstrate an ethos of excellent customer service and professionalism

## **Employment of ex-offenders**

LILA has an Employment of Ex-offenders Policy. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence(s).

## **Equal opportunities employer**

We are an Equal Opportunity Employer. The aim of our policy is to ensure that no job

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applicant or employee receives less favourable treatment on the grounds of sex, marital status, age, disability, race, religious belief, gender re-assignment, sexual orientation or political opinion nor should they be disadvantaged by conditions or requirements which are neither justified nor relevant to the job. Selection criteria and personnel procedures will be reviewed regularly to ensure that individuals are recruited, promoted and treated in all other ways purely on the basis of merit and ability to do the job for which they have applied.

## **Applicant privacy notice**

LILA\* must collect your personal information to meet its legal duties and operational needs. Your information will be retained for up to 1 year.

The information which you provide as part of your application will be processed in accordance with our obligations under General Data Protection Regulations 2016. In applying for this position, you are giving us consent to do so.