

# 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	Centre 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 £790 per week.</li></ul>
Start Date	June 2026
Hours	Full time
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
- This role is subject to a satisfactory probation period and ongoing safeguarding training.

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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:** Centre 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 experienced, confident, and highly organised Centre Manager to lead the successful delivery of a residential summer camp programme. This is an on-site role with responsibility for the day-to-day running of the centre and managing the team.

The Centre 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 online pre-summer training 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 Management & Delivery

- Assist in the delivery of comprehensive team induction day
- Ensure all student groups receive a warm, efficient welcome
- Deliver student welcome talks, orientation, and fire safety briefings
- Take overall responsibility for the smooth daily operation of the course
- Ensure the centre operates in full compliance with British Council guidelines
- Work closely with group leaders and staff to maintain high standards of behaviour and discipline
- Motivate, support, and manage staff to create a positive and professional team culture
- Maintain regular communication with the Senior Leadership Team
- Handle student, group leader, and staff issues calmly, effectively, and professionally

### Feedback, Communication & Administration

- Hold regular meetings with the management team
- Hold regular staff meetings to ensure clear communication and consistent standards
- Meet regularly with group leaders to clarify responsibilities, gather feedback, and ensure cooperation
- Liaise with on-site teams (e.g. catering, accommodation, sports) to maintain strong working relationships
- Record staff hours and prepare rotas in coordination with the Course Director and

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## Groups Operations Manager

- Maintain accurate records relating to students, staff, incidents, accidents, damage, and meetings
- Manage petty cash responsibly, adhere to budgets, retain receipts, and submit weekly accounts to the Senior Management Team
- Support the management team with the centre shutdown

## Essential skills & experience

### Essential Qualities

- Strong leadership and people management skills
- Calm, confident decision-maker able to work under pressure
- Excellent organisational and administrative skills
- Clear understanding of student welfare and safeguarding
- Ability to manage a residential centre independently while working collaboratively with senior leaders
- Professional, approachable, and resilient

### Desirable Experience

Experience in one or more of the following is advantageous:

- Centre or camp management
- Residential education or summer schools
- Youth work or pastoral leadership
- Managing teams in fast-paced or live-in environments
- Knowledge British Council-accredited centres

### 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

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- 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 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.