**Activity Leader**

**Person specification**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| **Education, experience and achievements** | * Educated to GCSE level (including maths and English), or equivalent qualification * Educated to A level | * Demonstrable experience in a comparable professional role * Experience of working in a multi-cultural environment * Experience working with children or teenagers |
| **Skills, knowledge and understanding** | * Ability to work flexibly and react appropriately to different people’s needs * Ability to build relationships with people of all ages and nationalities * Ability to lead and speak with confidence to a group of up to 30 students * Enthusiasm to promote learning * Interest in the local area and history and a willingness to learn more | * A desire to work with people from a mixture of cultures * Understanding of travel and keeping to booking schedules * Knowledge of the local area and its history |
| **Personal attributes** | * Friendly and outgoing with an interest in working with teenagers * Professional approach to people and work; reliable, organised and punctual * Ability to be flexible and adapt to changing needs * Willingness to contribute to all aspects of offering the best experience to our clients * Ability to work proactively as part of a team with a shared goal * Ability to exercise judgement in making decisions (following established procedures) or referring to others * Professional, tidy appearance (smart casual) |  |