

**Activity Leader**  
**Person specification**

Criteria	Essential	Desirable
<b>Education, experience and achievements</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE level (including maths and English), or equivalent qualification</li> <li>• Educated to A level</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable experience in a comparable professional role</li> <li>• Experience of working in a multi-cultural environment</li> <li>• Experience working with children or teenagers</li> </ul>
<b>Skills, knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Ability to work flexibly and react appropriately to different people's needs</li> <li>• Ability to build relationships with people of all ages and nationalities</li> <li>• Ability to lead and speak with confidence to a group of up to 30 students</li> <li>• Enthusiasm to promote learning</li> <li>• Interest in the local area and history and a willingness to learn more</li> </ul>	<ul style="list-style-type: none"> <li>• A desire to work with people from a mixture of cultures</li> <li>• Understanding of travel and keeping to booking schedules</li> <li>• Knowledge of the local area and its history</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Friendly and outgoing with an interest in working with teenagers</li> <li>• Professional approach to people and work; reliable, organised and punctual</li> <li>• Ability to be flexible and adapt to changing needs</li> <li>• Willingness to contribute to all aspects of offering the best experience to our clients</li> <li>• Ability to work proactively as part of a team with a shared goal</li> <li>• Ability to exercise judgement in making decisions (following established procedures) or referring to others</li> <li>• Professional, tidy appearance (smart casual)</li> </ul>	