



# ACTIVITY LEADER

## Overview:

As a Holiday Programme Activity Leader, you will play a key role in delivering a fun, safe, and engaging activity programme for children aged 5-12 years (with occasional activities for older age groups). You'll work collaboratively within a dynamic team to create memorable experiences for children and maintain high standards of customer service and safety.

Your ability to connect positively with children and their parents/guardians is essential, as is your commitment to delivering a high-quality programme that reflects the values of the Pickaquoy Centre. Flexibility, enthusiasm, and a child-centred approach are vital to success in this role.

**Hourly Rate:**

£12.60 per hour

**No. of Hours:**

Casual hours

**Date Prepared:**

January 2026

**Responsible to:**

Programme Development Manager

**Responsible to:**

N/A

## Why work for the Pickaquoy Centre?

- Free use of facilities
- Local Government Pension Scheme - employers contribution of 15%
- Discounted food and drink in the Picky Cafe
- Various Centre discounts, including Personal Training sessions, Sunbed use, Children's parties, Holiday Camp
- Enhanced annual leave entitlement linked to length of service
- Cycle to Work Scheme
- Contractual Sick Pay Scheme



# Main Duties:

1. Support the delivery of a diverse range of holiday activities tailored primarily to children aged 5-12.
2. Follow all relevant policies and procedures to ensure safe and effective programme operations.
3. Prioritise the health, safety, and wellbeing of all children participating in the programme.
4. Communicate effectively with Centre staff and parents/guardians as needed.
5. Maintain accurate attendance records and ensure children are accounted for throughout the day.
6. Complete daily operational checklists to support smooth programme delivery.
7. Ensure children are safely returned to their parents/guardians at the end of each session.
8. Assist with the set up and takedown of equipment as required.
9. Uphold the Trust's Equal Opportunities Policy and other relevant policies.
10. Maintain a high standard of personal presentation.
11. Carry out any additional duties as directed by the management team.

# Person Specification:

Attributes	Essential	Desirable
<b>Professional / Educational Qualifications -</b> <ul style="list-style-type: none"> <li>Relevant coaching/instructional qualifications (e.g. sports, arts, fitness, inclusive play).</li> <li>First Aid at Work certification.</li> </ul>		<span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%; background-color: #ccc; vertical-align: middle;"></span> <span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%; background-color: #ccc; vertical-align: middle;"></span>
<b>Relevant work / other experience -</b> <ul style="list-style-type: none"> <li>Experience working with children.</li> </ul>	<span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%; background-color: #ccc; vertical-align: middle;"></span>	
<b>Skills and Abilities -</b> <ul style="list-style-type: none"> <li>Ability to engage children in a wide range of activities.</li> <li>Excellent communication and customer service skills.</li> <li>Flexible and adaptable approach.</li> <li>Willingness to contribute to programme development.</li> <li>Discretion and confidentiality.</li> <li>Team-oriented mindset.</li> </ul>	<span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%; background-color: #ccc; vertical-align: middle;"></span> <span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%; background-color: #ccc; vertical-align: middle;"></span> <span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%; background-color: #ccc; vertical-align: middle;"></span> <span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%; background-color: #ccc; vertical-align: middle;"></span> <span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%; background-color: #ccc; vertical-align: middle;"></span> <span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%; background-color: #ccc; vertical-align: middle;"></span>	
<b>Personal Qualities -</b> <ul style="list-style-type: none"> <li>High standard of personal presentation.</li> <li>Self-motivated and able to work independently.</li> <li>Energetic and enthusiastic.</li> <li>Approachable and able to build rapport with children and adults.</li> </ul>	<span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%; background-color: #ccc; vertical-align: middle;"></span> <span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%; background-color: #ccc; vertical-align: middle;"></span> <span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%; background-color: #ccc; vertical-align: middle;"></span> <span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%; background-color: #ccc; vertical-align: middle;"></span>	
<b>Additional Job Requirements -</b> <ul style="list-style-type: none"> <li>Membership of the Protecting Vulnerable Groups (PVG) scheme.</li> <li>Applicants should be aged 18 or over, or have relevant practical experience and/or be undertaking study in a related subject.</li> </ul>	<span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%; background-color: #ccc; vertical-align: middle;"></span> <span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%; background-color: #ccc; vertical-align: middle;"></span>	

We are committed to inclusion and diversity, and welcome applications from groups with underrepresented protected characteristics. We are happy to discuss reasonable adjustments or arrangements for any part of the recruitment or selection process, or for the tasks and duties associated with this role.