

## Holiday Club – Holiday Club Manager Brief

### Job Application Pack

If you need this pack in a different format, please contact our Admin & Finance Assistant [jamie@triggerstuff.co.uk](mailto:jamie@triggerstuff.co.uk) or phone 0117 403 4260.



*Holiday Club by Trigger, 2024*

### **ABOUT TRIGGER'S HOLIDAY CLUB**

At our Holiday Club this Summer, children aged 5-10 years old will embark on an exhilarating two weeks of imagination and creativity through an unforgettable journey of arts, crafts, and outdoor adventures.

Under the expert guidance of Trigger's workshop leaders, seasoned local artists and in collaboration with our partners, Mendip Hills National Landscape, children will spend their days immersed in nature; building dens, following hidden trails, and discovering the stories of the nature on their doorsteps. Alongside these adventures, they'll dive into theatre games, storytelling, arts & crafts, and imaginative play inspired by the natural world.

### **ABOUT THE ROLE**

Trigger are seeking an experienced and enthusiastic educational practitioner to lead and run the Holiday Club over two weeks of fun-filled arts and nature activities from 17<sup>th</sup> – 28<sup>th</sup> August 2026.



You will have a wealth of experience working with children and young people aged 5-10 years old, planning and facilitating fun and engaging activities and workshops, managing small staff teams and preferably have a background or interest in the arts, craft or a practical nature-based expertise.

You will be a confident and collaborative team-player, with a comprehensive knowledge of Safeguarding and best practice working with children. This role is suitable for a Newly Qualified Teacher (NQT) and/or someone with a Level 3 in Playwork or Early Years.

You will work closely with Trigger's Creative Director to shape the programme and be supported by the Holiday Club Assistant and Trigger Production Assistant to deliver a fun, engaging and creatively inspiring programme for children aged 5-10 years old.

## **ROLE SUMMARY**

**Responsible to:** Head of Programme & Partnerships

**Responsible for:** Holiday Club Assistant

**Working with:** Trigger's Creative Director and Production Assistant

## **Key Responsibilities**

- Shape the programme of activity/timetable in collaboration with Trigger's Creative Director.
- Lead and facilitate workshop sessions and support creative play activities as required.
- Manage the Holiday Club Assistant and work cohesively with other staff members to ensure the smooth running of daily activities.
- Lead on the preparation, set up and organisation of materials required for both indoor and outdoor activities supported by the Holiday Club Assistant.
- Lead daily briefings and debriefs with Workshop Leaders to review and improve session plans.
- Prepare the venue and designated areas for activities before children arrive supported by the Holiday Club Assistant.
- Ensure that all necessary supplies are ready and available for each day's planned activities with the Holiday Club Assistant.
- Lead on actively supervising and engaging up to 24 children aged 5-10 during all scheduled activities.
- Act as Safeguarding Lead for Holiday Club and ensure correct staff-to-child ratios are maintained at all times.
- Ensure children are participating safely and appropriately supported by the Holiday Club Assistant.
- Administer emergency First Aid as needed.
- Lead on maintaining a safe environment for all children and be vigilant and proactive addressing any potential safety issues.
- Ensure children are signed in and out safely and accurately, following all safety protocols.
- Supervise children, including during lunch and off-site activities.
- Manage team's breaks to ensure adequate coverage at all times, promoting a balanced and efficient working environment



- Review list of attendees and make self-familiar with those who have any access needs/allergies etc.
- Lead on managing children's behaviour to encourage positive interactions and resolve conflicts supported by the Holiday Club Assistant, implementing strategies to maintain a harmonious group dynamic.
- Maintain clear and effective communication with Workshop Leaders, children, and parents as needed.
- Ensure timely arrival and departure from The Skylark for all assigned days.
- Provide own transportation as required for the role.
- Complete and provide documentation for an enhanced DBS check prior to the start date.
- Follow all organisational policies, including code of conduct, health and safety, safeguarding and data protection.
- Collect feedback from children and parents for programme evaluation.
- Participate in project debriefs and evaluation with Trigger Team after the delivery of the project.

The role is likely to involve:

- Physical lifting.
- Being on your feet for extended periods of time.
- Spending time outdoors on uneven terrain and unknown weather conditions.
- Performing first aid.
- Providing some pastoral care which may involve helping children use bathroom.

### **DESIRABLE KNOWLEDGE & EXPERIENCE**

- 3+ year's experience working with children & young people.
- Experience facilitating workshops / activities for/with children & young people.
- Excellent communication and interpersonal skills.
- Enhanced DBS check dated within last 2 years and proof of participation in update service.
- Documentation of Paediatric First Aid Certificate.
- Ability to work effectively as part of a team.
- Enthusiasm, patience and a proactive, solutions-oriented attitude.
- Access to and provision of transport to travel to North Somerset location for the days required.
- Role is suitable for Newly Qualified Teacher (NQT) and/or someone with a Level 3 in Playwork or Early Years.

### **LOCATION**

The Skylark, Blagdon Baptist Church, Mead Lane, Blagdon, Bristol, BS40 7UA

### **FEES**

Total fee: £2,400

£200 day rate x 12 days (2 days prep, 10 days delivery)



## **HOW TO APPLY**

To apply for the position, please provide the following information to [recruitment@triggerstuff.co.uk](mailto:recruitment@triggerstuff.co.uk) by **Tuesday 7<sup>th</sup> April at 9am**

- A comprehensive CV detailing your education and work experience (no more than 2 A4 pages)
- A covering letter outlining your experience and suitability for the role and how your experience matches the role summary (no more than 2 A4 pages)
- A completed equal opportunities form available [HERE](#)

**We also accept the above information in video or sound format.**

Please note, any incomplete applications received will not be considered.

Successful applicants will be asked to provide 2 referees. All offers of employment will be subject to the receipt of satisfactory references. All applicants must be eligible to work within the UK.

Please submit your application by email with 'Trigger Holiday Club Manager Application' in the subject line to [recruitment@triggerstuff.co.uk](mailto:recruitment@triggerstuff.co.uk).

**Application Deadline: Tuesday 7<sup>th</sup> April at 9am**

**Interviews: w/c 20<sup>th</sup> April**

## **EQUAL OPPORTUNITIES**

Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

Trigger strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. Trigger welcomes applications from all sectors of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic and makes appointments based solely on ability to fulfil the duties of the post. We actively welcome applications from individuals with backgrounds currently under-represented in the arts.

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy. We will keep your equal opportunities form for a period of 6 months, after which point, the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record. All information will be treated in confidence and will not be seen by staff directly involved in the appointment and used only to provide information for monitoring and evaluation purposes.