



## **Camp Manager Job Description**

**Work Hours:** 08:00-18:00, Monday-Friday (*Total hours will not exceed 47.5 per week*)

**Contract type:** Seasonal Fixed-Term

**Salary:** £734.62-838.42 salary per week (*dependant on age, experience, qualifications, and camp size*).  
(*February Half Term Contracts to be issued on 2025 wage level. 2026 wage level effective from 1st April*).

**Reportable to:** Area Manager and Central Office

*Barracudas is fully committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and act in the best interests of children at all times. Adhering to our safeguarding policies and procedures including safer recruitment practices, staff should play an active role in creating a supportive, safe and protective environment for all children and young people.*

### **About Us**

Barracudas is the UK's leading provider of children's holiday camps, helping young people build confidence, develop new skills, and make new friends through a wide range of activities. With 45+ camp locations across the UK, we offer exciting programmes including Sports, Arts & Crafts, Drama and more. We are committed to creating an inclusive environment where every child feels supported and valued. Safeguarding and wellbeing are at the heart of everything we do.

### **Role Purpose**

The Camp Manager is responsible for the overall leadership, organisation, and daily operation of the camp. They ensure the delivery of safe, high-quality activities, maintain excellent standards of safeguarding and Health & Safety, and lead the staff team to create a positive, inclusive, and engaging environment for every child. Through strong communication, effective delegation and proactive problem solving, the Camp Manager ensures camp runs smoothly, efficiently and in line with Barracudas' policies, procedures, and values.

### **Key responsibilities**

#### **Leadership & Daily Operations**

- Lead Induction Training and oversee Set Up Days to ensure camp is fully prepared.
- Manage the daily running of camp, including site tours, equipment checks, stock control, financial records, and general organisation.
- Delegate tasks effectively and lead daily staff briefings to ensure clear communication and smooth operations.
- Maintain a strong leadership presence across camp, supporting staff and ensuring high standards of delivery.
- Act as the main point of contact for school liaison.
- Support additional camp activities, including Skills Builder sessions (where required) and swimming sessions – you'll need to bring swimwear and a spare t-shirt will be available at camp.

#### **Safeguarding & Welfare**

- Act as the Deputy Designated Lead (DP) for Safeguarding, responding to child protection concerns and liaising with the Designated Safeguarding Lead.
- Ensure staff understand safeguarding procedures and are aware of children's medical, dietary, and additional needs.

*This role involves working with children and is exempt from the Rehabilitation of Offenders act 1974. A successful applicant will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check, including a check of the children's barred list. Applicants are not required to disclose convictions or cautions that are considered "protected" under the Rehabilitation of Offenders act 1974 (Exceptions) order 1975 (amended in 2013 & 2020). This information will not be taken into account. Guidance on protected convictions and cautions is available from the Ministry of Justice.*



- Oversee the safe administration of medication, ensuring EI forms and documentation are completed accurately.

### **Health & Safety**

- Maintain overall responsibility for Health & Safety on camp, ensuring safe systems of work are followed at all times.
- Complete all required paperwork, including high-risk activity forms, incident reports, and daily safety checks.
- Ensure all activity spaces, base rooms and equipment are safe, tidy, and hazard-free.
- Be proactive and diligent in identifying and addressing safety concerns.

### **Staff Management & Development**

- Complete staff attendance records and ensure staffing levels meet requirements.
- Support, guide, and communicate with the staff team to maintain high standards of practice.
- Conduct end-of-season performance evaluations for all staff members.

### **Parent, School & Stakeholder Communication**

- Liaise professionally with parents and guardians, addressing queries and concerns.
- Provide regular updates to Area Managers and Central Office, escalating issues when necessary.

### **Administration & Compliance**

- Maintain accurate administrative records, including registers, financial logs, and stock control.
- Prepare for Induction Training using relevant manuals and ensure all documentation is completed correctly.
- Assist Senior Sports Instructor Coordinate end-of-camp pack-up, ensuring the site is left clean, organised, and secure.
- Support swimming sessions when required.
- Carry out additional duties as required in line with camp needs and organisational objectives.

### **Requirements**

#### **Essentials**

- Strong experience working in childcare, education, holiday camps, or similar settings.
- Confident leading a team and overseeing daily operations in a fast-paced environment.
- Ability to manage safeguarding, behaviour and welfare concerns appropriately.
- Strong communication, leadership, and organisational skills.
- Ability to maintain high standards of Health & Safety and follow safe systems of work.

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## Desirables

- Experience supervising or developing staff.
- Paediatric First Aid qualification.
- Experience delivering or overseeing activity programmes.
- Safeguarding training or certificate.
- Experience managing Health & Safety procedures in a childcare or activity setting.

Employment in this role is subject to completing all pre-employment requirements, including being aged 18 or over by the start date, providing proof of eligibility to work in the UK, supplying satisfactory references, and holding or obtaining an Enhanced DBS check through Barracudas or the Update Service. Before starting work on camp, all Seniors are required to complete our mandatory training, which includes annual online training modules, an in-person Induction Training Day, and any additional role-specific briefings delivered by the Central Office

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