



**Job Title:** Programme Coordinator (18+)  
**Location:** We have various sites across UK  
**Contract:** 29/07/2019 – 7/08/2019  
**Salary:** £295.20 - £394.60 per week less optional accommodation  
**Hours of work:** 48 per week  
**Department:** Operations  
**Reporting to:** Centre Manager

### **About Us**

Established in November 2015 by Philippe Saint-André, Ian Lewis and Graham Ross, PSA Academies has quickly established itself as one of Europe's foremost high-performance sport development businesses.

Launching with the Tignes Rugby Academy in July 2016, PSA Academies has shaken up the youth sports camp market in rugby. This is a result of delivering a programme that offers a unique, transformative experience for young players. Critically, compared to other operators, our programmes are truly player-centric, combining a lower coach-to-player ratio, detailed player assessment reporting and a commitment to knowing and understanding our players in order to deliver the maximum positive impact on their development.

We are very aware that a company has to 'feel' right when you are looking for employment. We believe we are a company with a very sociable and friendly approach.

### **What will you do?**

The Programme Coordinator is an integral part of PSA Academies as you will be the main contact for the players, and will help them with their daily routine, making sure they arrive for their activities, meals, and meetings, whilst they have a great experience making friends and enjoying residential life at camp. To gain employment you will have to successfully complete our in-house training.

### **You must:**

- Have the sole focus of ensuring the very best holidays possible for individual camp bookings.
- Create an on going atmosphere in the camp by running events, games, tournaments to include all the clients and establish a



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- Be responsible for the pastoral care of all camp bookings.
- Be responsible for an allocated group of camp bookings.
- Be familiar with your responsibilities in line with the company Welfare Policy & Prevent Strategy and proactively enforce these principles while working for PSA Academies.
- Be available to the players all the times.
- Be the contact person for parents on arrival and throughout their stay (phone calls, emails, blogs and such like).
- Be involved in airport pick-ups each arrival/departure day.
- Join in with, and helping players during their activity sessions.
- Complete any tasks asked of by the Camp Manager.
- Work alongside the Centre Manager in emergencies and to take players to the hospital or doctors if required.
- Be a positive influence and make contributions to the PSA Academies team and help out when needed to provide the very best holidays.
- Attend the centre morning meetings.
- Be very organised and have a good level of English.
- Be computer literate & able to use Microsoft Word, Excel and Powerpoint.
- Be committed, caring, funny but also consistent, assertive and responsible attitude.
- Gain a satisfactory DBS clearance.

**We are looking for:**

- A confident communicator
- Industry experience
- Multi-task at a fast pace
- Attention to detail
- Flexible and adaptable approach to work

**Contact:**

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