



CAMP CREATIVE ASSISTANT



In2
action



About us...

Camp Beaumont is a pioneer in offering dynamic and impactful outdoor adventure education and multi-activity day camps across Asia and the UK. For over four decades, we have been dedicated to providing young learners with experiences that foster growth, confidence, and a deep-seated appreciation for the great outdoors. As we continue to expand, we seek passionate individuals to join our operations team and contribute to our legacy of excellence.

JOB DESCRIPTION CAMP CREATIVE ASSISTANT

A Camp Creative Assistant you work alongside the activity team to capture high quality photographs of children at camp. They share responsibility with the wider camp team to ensure the welfare of children both during and outside of activity times. They must exemplify the overall company purpose and values of – *'Keep it Simple'*; *'Know your Stuff'*; *'Give it your all'*; *'Make it Fun'* and *'Own it'*

Key Responsibilities:

- Collect the weekly schedule for all groups and create a timetable to follow for the day to make sure you have enough time spent with each group to take enough quality photographs.
- Capturing photographs, aligned with the photography guidelines & Policy. You would need to collect an estimate of 20-30 photos per group for the entire day, minimum of 5 per activity.
- Communicating with the activity group leaders as to which children can & cannot have their photograph taken
- Sorting through the photographs to check they are of acceptable quality & that the children included are allowed to have photographs, uploading the photographs to the designated Telegram group. Thereafter, uploading two photographs per age group suitable for marketing purposes to the shared drive (google drive)
- Work closely with marketing team ensuring quality is aligned across the brand and daily targets are met
- At times you may be asked to assist the Activity Group Leaders with delivering activities & pastoral care
- Care and appropriate use of equipment
- Follow & comply with internal safeguarding procedures, ensuring any concerns are reported in a timely manner in alignment with training
- Report directly to the onsite management team - attend daily check ins, maintain clear lines of communication including communicating any concerns & responding well to feedback
- Always demonstrate a positive attitude towards the role

- Working as part of a team to ensure the smooth running and success of the camp

Typical knowledge, skills and experience

- Ability to work in a team
- You should be an enthusiastic person with lots of energy and a real desire to give an excellent camp experience to each child.
- Excellent Communicator
- Experience within a similar role and/or photography
- Approachable
- Ability to engage with all age groups
- Ability to use initiative

Behavioural Competencies:

- **Honesty and Transparency** - Asks for feedback from the Organisation on how to improve. Meets the needs of internal customers, by supporting and engaging when required. Takes personal responsibility for correcting problems and demonstrates good recovery from complaints. Gives open and honest feedback at all levels even when it's difficult. Meets and exceeds internal customer expectations. Is open, honest and transparent even when things go wrong.
- **Innovative & Adaptive** - Challenges people to find ways of improving what is done. Asking those critical questions to challenge, 'How we do things'. Encourages and supports development of new processes and procedures. Works productively in a high-pressure environment. Welcomes change in a positive light, supporting their teams to embrace new ways of working.
- **Developing Performance** - Keeps own knowledge and skills up to date practicing continuing professional development. Delivers results through teams and people. Actively seeks to stretch capability and scope of responsibilities. Challenges and sets, 'Stretching' goals for their team, providing feedback on performance and behaviours. Addressing under performance at the first opportunity.
- **Communicating** - Is sensitive to non-verbal cues, to other people's feelings and emotions, and responds with sensitivity. Communicates openly and freely with colleagues and teams to ensure that they can see the big picture. Successfully persuades and influences others. Presents information in a way that engages and motivates the audience. Is self-aware and changes style to suit the relevant audience.

Working Hours:

- Monday to Friday from 7/8am to 4/5pm and the working hours will be defined in your contract of service and explained during the Online Interview.

For the right candidate, we offer comprehensive training and mentorship to empower you and increase performance.

This job description is not exhaustive and may be amended or expanded at any time to align with evolving business expectations or market trends. Any modifications or updates to the job description will be communicated to you directly by your line manager to ensure clarity and maintain alignment with your role. We value open communication and encourage discussions regarding any changes to ensure that your responsibilities reflect the needs of the organization and your professional development.

Camp Beaumont is committed to diversity and inclusion and welcomes applications from all sections of the community.

Camp Beaumont.