

Social Organiser (Summer 2018)

Job description

Job Title	Social Organiser		
Department	Student Services	Line Manager(s)	Paulina Fordham, Finance Director & Director of Studies
Contract details	Fixed term from June 18 th / June 25 th / July 2 rd	Hours per week	20-40 hours Hours may be in the morning, afternoon, evening and/or on the weekend.
Location of post	Bournemouth, England Main site: Capital School of English, 324 Wimborne Road, Winton, Bournemouth		
Purpose of job			
To plan, prepare and deliver CSE's social programme to CSE's organisational standards, and the needs and expectations of the learners.			
Capital School of English (CSE)			
CSE's mission statement is: "To provide an exceptional standard of English language education and to maximise the individual potential of each overseas student seeking assurances in terms of value, quality and opportunity."			
Accountabilities			
To support CSE's mission statement by: <ul style="list-style-type: none"> • Delivering CSE's social programme to an exceptional standard. • Enhancing CSE's reputation within Language Schools in Bournemouth and the U.K. 			
Responsibilities			
<ul style="list-style-type: none"> • Ensure CSE's social programme activities and excursions meets learners' needs and expectations. • Ensure the delivery of CSE's social programme meets organisational standards. • Develop and maintain good working relationships with colleagues, learners and external partners. 			
Main duties			
<ol style="list-style-type: none"> 1. Promote and/or provide information to students regarding CSE's social programme, local tour operators, local bus tickets, and general advice e.g. clocks changing. 2. Organise, coordinate and deliver CSE's social programme to CSE's standards. This may include, but is not inclusive of: <ul style="list-style-type: none"> • Complete administrative tasks for all activities to CSE's standards. <ol style="list-style-type: none"> i. Pre activities/excursions: read and follow CSE's risk assessments/ Activity Report. ii. Post activities/excursion: complete CSE's Activity Report including risk assessment. • Liaise with other members of the social team • Organise facilities and catering for events • Ensure payments received from students for activities, excursions and bus tickets are correctly recorded and money securely stored. 3. Attend a weekly meeting, if required. 4. Ensure U.K. laws and CSE's rules & regulations regarding student discipline, safety and welfare are maintained at all times. 5. Assist with coordinating inductions for new students on Monday morning from 7am. This will involve conducting orientations of the town centre (and/or Winton area) for new students. And/or coordinate and deliver 'Meet & Greet' on Monday evenings. 			

6. Assist and cover staff members at the reception desk. This may include, but is not inclusive of:
 - Assist students with any questions, queries or concerns.
 - Keep notice boards throughout the school updated with relevant information.
7. Any ad hoc projects or day-to-day administration duties as and when required. This may include, but is not inclusive of:
 - Compiling documents and folders for students
8. Ensure safeguarding and the welfare of young people and vulnerable adults is maintained to CSE's standard. See 'Safeguarding' policy on the website.

Other important features or requirements of the job (e.g. accommodation, restrictions of employment)

- Attend staff induction days (2 days) during the week commencing June 11th from 10am-3.30pm. Dates to be confirmed. Paid at £40 for the day. The induction will cover safeguarding, CSE's processes, policies and standards.

Key relationships

Internal:

- The CSE administration team
- The Academic Team, including teaching staff

External:

- Students
- Partners (Group Leaders, Educational Consultants, and parents)
- Local tour operators and other local service providers