

## SOCIAL ACTIVITY CO-ORDINATOR

### Job description

<b>Job Title</b>	Social Activity Co-ordinator		
<b>Department</b>	Student Services	<b>Line Manager(s)</b>	Managing Director, Finance Director & Director of Studies
<b>Contract details</b>	1 year fixed term (28 <sup>th</sup> August 2018 – 1 <sup>st</sup> September 2019)  This contract will follow a period of employment as a Social Organiser during July-August 2018. See the job description for Social Organiser for more information.	<b>Hours per week</b>	30 hours per week Monday to Friday, including - Monday induction (8am start) - 3 evening activities per week (7.30pm-9.30pm Mon, Tues & Thurs)  Plus: Weekend excursion, when necessary.
<b>Location of post</b>	<b>Bournemouth, England</b> Main site: Capital School of English, 324 Wimborne Road, Winton, Bournemouth		
<b><u>Purpose of job</u></b> To plan, prepare and deliver CSE's social programme to CSE's organisational standards, and the needs and expectations of the learners.			
<b><u>Capital School of English (CSE)</u></b> 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."			
<b><u>Accountabilities</u></b> - To support CSE's mission statement by: - Delivering CSE's social programme to an exceptional standard. - Enhancing CSE's reputation within Language Schools in Bournemouth and the U.K.			
<b><u>Responsibilities</u></b> - 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.			
<b><u>Main duties</u></b> 1. Organise, coordinate and deliver CSE's social programme. This may include, but is not inclusive of: a. Complete administrative tasks for all activities to CSE's standards. 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. b. Co-ordinate other members of the social team			

- c. Organise facilities and catering for events
- d. Ensure payments received from students for activities, excursions and bus tickets are correctly recorded and money securely stored.
2. Promote and/or provide information to students regarding local tour operators, local buses, and general advice e.g. clocks changing.
3. Ensure activity risk assessments are up to date
4. Attend a weekly Student Services Team meetings
5. Ensure U.K. laws and CSE's rules & regulations regarding student discipline, safety and welfare are maintained at all times.
6. Assist with coordinating inductions for new students on Monday morning. 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.
7. Update CSE's social media
8. Assist with group leaders and hold a weekly meeting to check activities and plan events.
9. Organise temporary social organisers weekly rotas over the summer season (July-August).
10. Perform day-to-day operational activities and Reception duties.
11. Assist students with any questions, queries or concerns.
12. Keep notice boards throughout the school updated with relevant information.
13. 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
14. 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 (i.e. restrictions of employment)**

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

**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