

## Social Organiser (Summer 2019)

### Job description

<b>Job Title</b>	<b>Social Organiser</b>		
<b>Department</b>	Student Services	<b>Line Manager(s)</b>	Paulina Fordham, Finance Director & Director of Studies
<b>Contract details</b>	Fixed term from June 18 <sup>th</sup> / June 25 <sup>th</sup> / July 2 <sup>rd</sup>	<b>Hours per week</b>	<b>20-40 hours</b> Hours may be in the morning, afternoon, evening and/or on the weekend.
<b>Location of post</b>	<b>Bournemouth, England</b> Main site: Capital School of English, 324 Wimborne Road, Winton, Bournemouth		
<b>Purpose of job</b>			
To plan, prepare and deliver CSE's social programme to CSE's organisational standards, and the needs and expectations of the learners.			
<b>Capital School of English (CSE)</b>			
CSE's mission statement is: <b>"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>			
<b>Accountabilities</b>			
To support CSE's mission statement by:			
<ul style="list-style-type: none"> <li>• Delivering CSE's social programme to an exceptional standard.</li> <li>• Enhancing CSE's reputation within Language Schools in Bournemouth and the U.K.</li> </ul>			
<b>Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Ensure CSE's social programme activities and excursions meets learners' needs and expectations.</li> <li>• Ensure the delivery of CSE's social programme meets organisational standards.</li> <li>• Develop and maintain good working relationships with colleagues, learners and external partners.</li> </ul>			
<b>Main duties</b>			
<ol style="list-style-type: none"> <li>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.</li> <li>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"> <li>• Complete administrative tasks for all activities to CSE's standards.                 <ol style="list-style-type: none"> <li>i. Pre activities/excursions: read and follow CSE's risk assessments/ Activity Report.</li> <li>ii. Post activities/excursion: complete CSE's Activity Report including risk assessment.</li> </ol> </li> <li>• Liaise with other members of the social team</li> <li>• Organise facilities and catering for events</li> <li>• Ensure payments received from students for activities, excursions and bus tickets are correctly recorded and money securely stored.</li> </ul> </li> <li>3. Attend a weekly meeting, if required.</li> <li>4. Help to update the social media; involving being proactive thinking of new content to upload, e.g. videos of trips/activities, student testimonials, weekly reviews, etc. This may involve providing a voiceover or an introduction to videos.</li> <li>5. Ensure U.K. laws and CSE's rules &amp; regulations regarding student discipline, safety and welfare are maintained at all times.</li> </ol>			

6. 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.
7. 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.
8. 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
9. 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 11<sup>th</sup> 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