



## Job Description

<b>Job Title:</b>	Assistant Programme Director	<b>Date:</b>	January 2019
<b>Place of Work:</b>	Cambridge University Colleges	<b>Reporting To:</b>	Programme Director
<b>Purpose of Job:</b>			
To ensure the smooth running of the summer programmes by: (a) looking after the welfare of the students, (b) liaising with other staff, parents, students and third parties, (c) troubleshooting & problem-solving, (d) maintaining an overview of the bigger picture & overall programme schedule, (e) ensuring and promoting clear communication channels at all times and adherence to organisational processes and procedures.			
<b>Key Accountabilities:</b>			
1. Act as an ambassador of Reach Cambridge and be a first point of contact for all staff and student needs. Help with any welfare concerns or behavioural incidents.			
2. Maintain an overview of the bigger picture as well as the daily schedule and ensure all updates and plans are communicated clearly to all staff, students and third parties. Work with the Director to make considered changes due to any unforeseen circumstances.			
3. Identify and resolve any difficulties students may have as they relate to transfers, accommodation, administration, communicating home, getting to venues and keeping to schedules so that their Reach Cambridge experience is as trouble free as it can be.			
4. Assist with urgent enquiries and, where appropriate, help to implement contingency plans.			
5. Ensure all staff are aware of, and comply with, the day-to-day management, administrative, financial and operational procedures of Reach Cambridge and offer advice and guidance where they do not.			
6. Uphold, protect and promote Reach Cambridge’s core values, protocols and standard operating procedures so that students do the same.			
7. Undertake all other duties and responsibilities commensurate with the knowledge, skills and experience of this role as may be requested by the Programme Director or one of their nominees.			
<b>Knowledge</b>		<b>Skills</b>	
First Degree (2.1+)		Articulate, engaging and sociable	
Cambridge city, its colleges and history (Desirable)		Approachable and assertive	
Valid First Aid Certificate (Desirable)		Empathetic, supportive and positive	
		Gentle leadership which engenders trust and confidence from others	
		High levels of energy, resilience and enthusiasm	
<b>Experience</b>			
Working with young people			
Summer school			
Working as part of a senior leadership team within an educational institution			