

Reach Cambridge Programme Coordinator – Job Description

Job Title:	Programme Coordinator	Date:	January 2019
Place of Work:	Cambridge University Colleges	Reporting To:	Programme Director
Prior to the Summer Schools: <ol style="list-style-type: none"> 1. Attending summer preparation meetings with the rest of the senior team. 2. Organising the timetable of activities, which includes arranging who will run the activities and ensuring that they are carried out in line with Health & Safety guidelines. 			
During the Summer Schools: <ol style="list-style-type: none"> 1. Staff Training & Leadership: Assisting the Programme Directors in delivering in-depth supervisor staff training. Attending summer preparation meetings with the rest of the senior team and undertaking core training prior to the summer. Coordinating the supervisor review meetings. 2. Senior Team Support: Working directly with the rest of the senior team to help with incidents, behavioural issues and student health and safety. 3. Communications: Coordinating and distributing important daily notices to supervisory staff each morning and evening. 4. Student Welfare: Assisting with the supervision of students on a summer school. Residing on-site overnight alongside students, and if needed on a corridor or staircase with a group of students for whom the Head Supervisor has specific responsibility. 5. Logistics: Helping to arrange and lead weekend excursions. Organising the timetable of activities, which includes arranging who will run the activities and ensuring that they are carried out in line with Health & Safety guidelines. 6. Marketing: Assisting with marketing tasks and working with the Marketing Coordinator to ensure supervisors complete their outlined marketing tasks by specified deadlines. 7. Uphold, protect and promote Reach Cambridge's core values, protocols and standard operating procedures so that students do the same. 8. Remain flexible and prepare to assist with urgent enquiries and changes and, where appropriate, help to implement contingency plans. 9. 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. 			
Skills Articulate, engaging and sociable Approachable and assertive Empathetic, supportive and positive		Gentle leadership which engenders trust and confidence from others High levels of energy, resilience and enthusiasm Flexible and adaptable	