

Reach Cambridge Bespoke Programme Coordinator – Job Description

Job Title:	Programme Coordinator	Date:	January 2019
Place of Work:	Cambridge	Reporting To:	Director
<p>Prior to the Programme and where required:</p> <ol style="list-style-type: none"> 1. Attending preparation meetings where applicable 2. Helping to book and oversee all logistics and non-academic activities 			
<p>During the Programme:</p> <ol style="list-style-type: none"> 1. Leadership & Support: 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. Lead the student group during non-academic events and meals. 2. Communications: Help 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. Ensure any student concerns or updates are communicated promptly and clearly. 3. Student Welfare: Lead the supervision of students on the programme. Reside on-site overnight alongside students, and if needed on a corridor or staircase with a group of students for whom you will have specific responsibility. If requested, oversee and implement all welfare procedures and processes. 4. Logistics: Help to arrange and execute all logistics efficiently and effectively, including meals and excursions. Prepare activities as required and in-line with health and safety guidelines. 5. Marketing: Assist with marketing tasks and working with the Marketing Coordinator to ensure supervisors complete their outlined marketing tasks by specified deadlines. 6. Uphold, protect and promote Reach Cambridge’s core values, protocols and standard operating procedures so that students do the same. 7. Remain flexible and prepare to assist with urgent enquiries and changes and, where appropriate, help to implement contingency plans. 8. 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. 			
<p>Skills</p> <p>Articulate, engaging and sociable</p> <p>Approachable and assertive</p> <p>Empathetic, supportive and positive</p>		<p>Gentle leadership which engenders trust and confidence from others</p> <p>High levels of energy, resilience and enthusiasm</p> <p>Flexible and adaptable</p>	