

Job Title:	Welfare Director	Job Type	Seasonal (Summer)
Place of Work:	Cambridge University Colleges	Reporting to:	Program Directors
Purpose of Job: To oversee and maintain an overview of the welfare needs of all students and ensure that appropriate care is sought and given, and that all protocols and procedures are followed.			
Duties & Key Responsibilities:			
1. Maintain an overview of all students' medical data, and have an awareness of any pre-existing medical concerns, seeking additional information from parents or guardians where required before and during the programs.			
2. Maintain an overview of any illness, injuries and incidents that occur during the programs and, together with the rest of the welfare team, ensure all procedures are followed and any concerns are communicated with the Program Director.			
3. Manage the welfare team to ensure they are working effectively, efficiently and calmly, and that they report back to you regularly and systematically.			
4. Ensure all staff are aware of, and comply with, the welfare guidelines and procedures of Reach Cambridge and offer advice and guidance where they do not.			
5. Uphold, protect and promote Reach Cambridge's core values, protocols and standard operating procedures so that students do the same.			
6. Undertake all other duties and responsibilities commensurate with the knowledge, skills and experience of this role as may be requested by the Program Director or one of their nominees.			
Skills		Experience & Knowledge	
<ul style="list-style-type: none"> • 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 • Flexibility, adaptability and ability to cope with changing priorities 		<ul style="list-style-type: none"> • Previous experience working in a residential setting (Highly Desirable) • Previous experience working with young people (Essential) • Previous experience working in a pastoral or mentoring role (Essential) • Cambridge city, its colleges and history (Desirable) 	

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