

Job Title:	Director of Operations	Job Type:	Seasonal (Summer)
Place of Work:	Cambridge University Colleges	Reporting to:	Program Director
Purpose of Job: To ensure all logistics and operations are booked, adhere to all health and safety guidelines, run smoothly and to budget, and offer a lasting, positive experience to all of our students.			
Key Accountabilities: 1. As an ambassador of Reach Cambridge be the first point of contact for all operational needs and during non-classroom activities – principally during activities, evenings, meals and excursions.			
2. Book all excursions, transport and external catering by set deadlines before the summer schools, and manages these bookings within set budgets and logistical considerations discussed with the Program Director.			
3. During the summer, maintain an overview of the bigger picture excursions and meals, 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 and remain flexible			
4. Remain flexible and prepare to assist with urgent enquiries and changes 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. 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 <ul style="list-style-type: none"> • A keen eye for detail • Excellent communication skills – both written and verbal • Ability to demonstrate exceptional organisation and planning skills • Excellent troubleshooting and problem skills 		Experience & Knowledge <ul style="list-style-type: none"> • Experience in a similar role (Desirable) • Cambridge city, its colleges and history (Essential) • Previous experience on a summer school (Highly desirable) • Previous experience working with young people (Essential) 	

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