

Job Title:	Program Director	Job Type:	Seasonal (Summer)
Place of Work:	Cambridge University Colleges	Reporting to:	Managing Director
Purpose of Job: To ensure the smooth running of the summer programs 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 program schedule, (e) ensuring and promoting clear communication channels at all times and adherence to organisational processes and procedures.			
Duties & Key Responsibilities:			
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 Managing Director or one of their nominees.			
Skills		Experience & Knowledge	
<ul style="list-style-type: none"> • Articulate, engaging and sociable • Approachable and assertive • Strong communication and people skills • Excellent organisational and leadership abilities • Flexibility, adaptability and ability to cope with changing priorities 		<ul style="list-style-type: none"> • Previous experience working in a residential setting (Essential) • Previous experience working with young people (Essential) • Previous experience working in a leadership role (Essential) • Cambridge city, its colleges and history (Highly Desirable) 	

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