

## **JOB DESCRIPTION: Summer Programmes Coordinator**

**Responsible to:** The Global Programmes Manager

**Close working with:** Director of Global Programmes, Deputy Director of Global Programmes, Global Programme Administrators, temporary programme staff including Lecturers and Student Ambassadors (SAs), students attending programmes, staff across Girton, as well as staff across the University and contacts at partner institutions overseas as appropriate.

### **Background**

Since its foundation in 1869, Girton College has led the way in educational empowerment. The College was founded as the UK's first residential institution for the higher education of women and was part of an unstoppable global movement for full participation of women in political, professional and scholarly life. Girton has been fully mixed since 1979 and remains an inclusive, diverse, and supportive community that strives for excellence. The College has a long history of working to open access to a world class education for under-represented communities.

### **Purpose of Job**

Since 2017 Girton College has organised its own summer programmes for undergraduate students at universities around the world. For each programme, the College employs a team of Student Ambassadors (SAs) who welcome students and help them to settle into life at Girton, organise the social programme and help with administrative tasks as needed, to ensure the smooth running of the summer programmes.

We are seeking a Summer Programmes Coordinator to be responsible for the general organisation of the Summer Office and coordinating the SA teams in carrying out their varied duties. The Summer Programmes Coordinator will also work some evening and weekend hours in order to oversee student arrivals and departures and to attend and supervise students at the Formal Dinners.

### **Role Duties and Responsibilities**

- Assist the Global Programmes Manager with SA training, planning and preparation of SA rotas.
- Check room bookings and ensure that classrooms are set up correctly.
- Regularly check academic and social timetables and SA rotas and ensure that there is sufficient SA cover at all times.
- Be present in the Summer Office during the teaching day to deal with enquiries and requests from staff and students and allocate tasks to SAs as necessary.
- Attend some of the evening Formal Halls which take place at the beginning and end of each programme. Liaise with catering staff, front of house staff and SAs to ensure the smooth running of these evenings, act as a host to accompanying staff from students' home universities and ensure that students behave appropriately.
- Attend some of the weekend student arrival/registration sessions. Act as the point of contact in the case of flight delays etc. Coordinate the SAs on duty to register students, check student passports and visas, distribute welcome packs and keys, direct students to their rooms and organise college tours. Be present at the welcome buffet and give a short welcome/orientation talk.
- Attend some of the weekend student departure sessions. Coordinate the SAs on duty to collect keys and College equipment from students and, where appropriate, to direct students to the correct bus for transfer to the airport.
- Follow up on accidents to ensure that any summer student or staff accidents or medical incidents are reported to the porters' lodge for recording and/or treatment.
- Liaise with the Global Programmes Manager to ensure that all office hours, Formal Halls, student arrivals and departures are staffed.

**Girton's Values: Excellence Inclusion Sustainability**

- Liaise with the Global Programmes Manager to ensure that any staffing or student problems are addressed in a timely manner.
- Liaise regularly with the Global Programmes Manager and the Global Programmes Administrators to ensure that all administrative tasks are covered.

**NB: The candidate must show flexibility in working hours, as this role will require both evening and weekend work between these months. All hours worked over and above contracted hours will be paid as overtime at the normal hourly rate.**

This job description may be subject to change, following consultation between the Head of Department and the post holder.

## PERSON SPECIFICATION

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications and Experience	Essential	Desirable
Previous experience working in a team is essential.	✓	
Previous experience of coordinating a team would be desirable		✓
Familiarity with Girton College and/or the University of Cambridge would be desirable		✓
Skills and Knowledge		
Good organisational and time management skills	✓	
Attention to detail.	✓	
Good communication skills.	✓	
Ability to work effectively both independently and as part of a team.	✓	
Personal Qualities	Essential	Desirable
Resourceful.	✓	
Due to the nature of the role, it is important to demonstrate a cooperative and confident approach towards tasks and colleagues.	✓	
The roles requires a flexible approach to work as tasks can often change with little notice.	✓	

**Girton College is committed to providing equality of opportunity. As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010. Applications are welcome from candidates of all backgrounds particularly from those belonging to groups that are underrepresented in similar roles among Cambridge Colleges.**

**EMPLOYMENT**

<b>Salary</b>	£24,248 per annum + benefits (Girton Single Spine Point 26), pro rata for length of contract.
<b>Working arrangements</b>	35 hours per week, normally to be worked Monday to Friday, although this role will require some evening and weekend working, and flexibility will be needed from the post holder. All hours worked over and above contracted hours will be paid as overtime at the normal hourly rate.
<b>Contract term</b>	Fixed term. Post available from 18 June 2024, and ending on 02 September 2024.
<b>Annual leave</b>	34 days (inclusive of bank holidays) per annum, pro-rata for part-time hours and part-year contracts.
<b>Other</b>	<p>We also offer:</p> <ul style="list-style-type: none"> <li>Workplace Pension (subject to eligibility and 3 months' service)</li> <li>Cycle to Work Scheme (subject to eligibility)</li> <li>Access to Healthcare (subject to eligibility)</li> <li>Gym &amp; swimming pool</li> <li>Free staff refreshments</li> <li>Staff discount to hold private events in College</li> <li>Local Discounts via the University</li> <li>Access to a Holiday Playscheme (subject to availability and eligibility)</li> <li>Free Parking on-site</li> </ul> <p><b><i>Some of the above are non-contractual</i></b></p>