

JOB DESCRIPTION

RESIDENTIAL PROGRAMME MANAGER

Information

Job Title: Programme Manager

Job Type: Seasonal, Contract

Programme dates: Choose one or both of the following dates:

1) Sunday 13th July - Saturday 26th July

2) Sunday 27th July - Saturday 9th August

Plus one training day prior to the start of the Course.

Hours: Approx. 115 hours over 14 days + be available to provide out of hours emergency support for the duration of the courses (evenings and weekends). Working schedule to be confirmed.

Other: This is a residential role during the period of the Summer School Programme.

The Role

Fitzwilliam College Summer School Programme is a residential programme run and held at the College. The programme offers courses across a variety of subjects including STEM and Business economics. Through these programmes, participants will experience the world-leading teaching offered at our institution, by the same academics responsible for our own undergraduate students.

The Programme Manager is responsible for working with the Programme Director to facilitate the the FitzEd Summer School Programme. The Programme Manager will be responsible for guiding Programme participants during the Programme, including excursions. The postholder will provide full support to, and work closely with the Summer School Manager, the Director, the Course Instructors, and the College Events Office to assist with the delivery of the Programme and ensure Participants have an enjoyable, safe and positive experience.

Responsibilities and Duties:

Programme Delivery and Operation:

- Attend the compulsory briefing and training sessions ahead of the course to prepare for the programme
- Line management of all Welfare Tutors
- Coordinate and manage day-to-day aspects of the Programme, both academic and otherwise
- Maintain high levels of communication with Welfare Tutors, the Events Office and the Programme Director
- Effectively manage relationships appropriately with teenage children and young adults
- Host daily briefings for the Welfare Tutors regarding daily activities and Participant behaviour
- Oversee the coordination of all Programme cultural activities in the afternoons, evenings and over the weekend
- Provide out of hours emergency support as required
- Manage Participant behaviour and safeguarding and check on Participants' wellbeing with the assistance of the Welfare Tutors
- Ensure a positive staff and Participant experience
- Ensure Welfare Tutor rotas are sufficient for the agreed activities
- Build a positive rapport with all non-summer school staff at the College
- Manage free time activities and ensure that participants comply with the agreed family visit request procedures
- Comply with the policies and procedures, and report all concerns to the Programme Director, in respect of, safeguarding, health, safety and security, confidentiality, and data protection.

Essential Qualifications and Characteristics:

- Must be eligible to live and work in the UK
- Good leadership and guiding skills
- Undergraduates and Postgraduates of all backgrounds and subjects
- Be able to work effectively without supervision and have excellent interpersonal and problem-solving skills, such as assisting participants or instructors with all types of situations which may arise, and we expect that you have the ability to deal with all situations in a calm and mature manner
- Great mentors and communicators
- Any supervisory experience of young adults/or in a young adult setting (preferred)
- Familiar with locations in Cambridge and London (preferred)

Salary & Benefits

- £2500 per two-week course
- Fitz-owned and allocated accommodation
- Breakfast, lunch and dinner in the College Buttery (or packed meals on excursion days)
- Two private College Formal Dinners per programme

Apply

If you are interested in the role, please scan the QR code and complete the application form.

Please direct any queries to summer@fitz.cam.ac.uk.

