

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title	Social Programme Assistant
Grade	Band C Support
Faculty/Department	International Development
Reports to	Team Leader International Projects and Student Support
Position summary	
<p>Each year Edinburgh College runs a successful English Language Summer School during the months of July and August. Students come from all over the world to study for 2 – 8 weeks, and can choose from a range of courses including General English, English & Culture, Examination Preparation and Social Programme. The Social Programme gives students the opportunity to visit some of the historical and cultural attractions in Edinburgh and Scotland, and to socialise with their classmates outside of the classroom. The Social Programme includes a wide range of activities which take place during afternoons, weekday evenings, and there are full-day excursions on Saturdays.</p> <p>The purpose of the role is to lead Social Programme activities. Other related tasks such as airport collections / helping with student inductions may be required.</p>	
Line management responsibilities (if applicable)	
N/A	
Main duties	

Duties/responsibilities (Note: it is helpful to organise these into sections)
Accompany students from college to event location, by public transport, college minibus or hired coach
Act as the College representative during social programme visits
Collect/compile event information leaflets/worksheets where appropriate
To provide information and answer students' questions related to event
Be telephone contact point for any emergencies during full-day trips where group disperses
Ensure students safely return either to college or to their accommodation.
Other related tasks e.g. airport collections / helping with student inductions may be required.
Note: In addition to these duties, employees are required to carry out such other duties as may reasonably be required.

<p>Knowledge/Qualifications</p> <p>Essential:</p> <ul style="list-style-type: none"> Needs to have a good knowledge about Edinburgh and Scotland, and to be enthusiastic about sharing this with our summer visitors <p>Desirable:</p> <ul style="list-style-type: none"> First Aid certificate or experience <p>Experience</p> <p>Essential:</p> <ul style="list-style-type: none"> Experience of working with people of different cultures and nationalities, who may have a limited level of English Demonstrable experience of holding a position of responsibility and/or of leading groups <p>Desirable:</p> <ul style="list-style-type: none"> Previous experience in a similar role <p>Abilities/Skills</p> <p>Essential:</p> <ul style="list-style-type: none"> A positive attitude and an enthusiastic, warm and friendly personality Excellent communication skills Able to handle enquiries or complaints in an efficient and friendly manner Proactive customer focused approach Maintain a high standard of punctuality <p>Desirable:</p>
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- Working knowledge of one or more relevant foreign languages is desirable

Other role related requirements

Essential:

- Willing to work flexible hours including evenings and weekends

Desirable:

N/A

Date Completed

16/05/2022

Authorised (Head of
Faculty/Department)

Reviewed/updated on