

# EIL UK High School Programme Manager

## STUDY | Live | Learn



Experiment in  
International  
Living UK

**Job Title:** Programme Manager, Study

**Accountable to:** Chief Executive

**Hours:** 36 per week

**Salary:** Negotiable, plus 5% pension contribution

**Annual Leave and benefits:** 25 days per annum plus bank holidays, employee assistance programme with health cash plan

**Location:** Office-based in Malvern with frequent local and national travel

### Background

EIL runs an established and trusted programme for European teenagers, aged 15-18 which offers them the opportunity to come to the UK, live with a local family and attend a local school for an academic year. EIL believes that this experience enriches not just the student, but also the lives of the host family and the wider school network. As one of our host families says: *"hosting for EIL brings the world to your door - my children now have host brothers and sisters around the world and this experience has opened our hearts to other cultures."*

### Responsibilities of the role:

#### Overall aim

To develop and manage all aspects of EIL's UK study programme (High School year), which includes recruiting international students through overseas partners; arranging placements with suitable Local Representatives, Host Families and schools; providing support during the placement; safeguarding; finance and record keeping; and resolving problems or concerns as they arise.

#### Managing the programme

- Develop good relationships and support key stakeholders including overseas partners, Local Representatives, Host Families, students and schools.
- Providing clear guidance and expectations to all parties.
- Manage and resolve problems as they arise eg homesickness, culture shock, placement concerns.
- Assist partners with recruitment of students including assessing students' written applications and verbal language ability (using Skype or telephone).
- Maintain good and up to date knowledge of UK visa requirements.
- Arrange placements with Local Reps or Host Families and schools.
- Deliver cultural and placement orientations to students.
- Maintain regular contact with partners, Local Reps, Host Families, students and schools during programmes.

- Liaise with schools for other EIL programmes.

### Safeguarding

- Undergo Child Protection and Safeguarding training to Level 3.
- Be a Designated Child Protection Officer and an active member of EIL's Safeguarding team.
- Ensure all Host Families and Local Reps are suitable for hosting by meeting the four EIL minimum standards for homestays (including DBS checks, references, home visits and declarations) and understand the need for safeguarding.
- Alongside other staff, provide training and information to Host Families about programmes, hosting and safeguarding.
- Keep database of host families up to date and records current and secure.

### General

- Contribute to EIL's annual business plan and strategy.
- Attend local meetings as necessary.
- Keep abreast of relevant legal issues/developments.
- Carry out other duties commensurate with this post as required.

### Special requirements

- Must uphold the values and principles of [EIL UK](#) and the [international Federation](#).
- Must have driving licence and own transport.
- Able to travel throughout Worcestershire on a regular basis and /or the UK as required.
- Available to undertake overnight stays upon occasion.
- Able to work flexible hours including early evenings and occasional weekends.
- Able to respond to emergency situations and on call duties as required.

## Person Specification

### Skills

- Excellent interpersonal, negotiation and problem solving skills.
- Excellent communication skills (both verbal and written).
- Comfortable working with a wide range of stakeholders.
- Organised and able to maintain accurate records (written and financial).
- Able to keep accurate financial records and manage a £250,000 budget.
- Proven ability to work on own initiative and be flexible and adaptable.
- IT – confident using Microsoft office and social media. ECDL qualification an advantage.
- Comfortable designing collateral and proofreading programme materials.
- Basic level of spoken German, French or Spanish would be an advantage.

### Knowledge

- Good working knowledge of Safeguarding procedures and legislation (or willingness to learn).
- Understanding of issues affecting teenagers.
- Understanding of UK 14-18 education structures, systems and funding

### Experience

- Ability to work within a small team.
- Experience of providing support to young people.
- Experience of working across different cultures.
- Experience of working with those with English as a second language.

### Qualifications

- Full driving licence and access to own transport.
- Enhanced DBS check (or willing to undertake).
- Trained in Child Protection/Safeguarding level 3 (or willing to undertake).
- Youth work qualification/experience would be desirable.

## Mission and background of EIL UK

The Experiment in International Living UK (EIL UK) is a registered charity which has run transformative programmes enabling people to Study, Live and Learn together for 80 years: broadening perspectives and horizons and breaking down barriers between people.

It is a cultural and educational charity which is part of a worldwide Federation and global network that was formed in 1932. Together 23 offices form a global Federation EIL that is recognised as a Peace Messenger organisation by the United Nations. Our Federation alumni include Nobel Peace Prize winners, founders of international charities and high profile international politicians.

Our strategy for delivering our vision of a more peaceful and understanding world is underpinned by three key work streams.

### Study

We welcome students to the UK each year on our international High School programme, matching students to local schools and families to experience a year abroad, the chance to learn about British culture and share their own.

*"We all keep great memories and absolutely amazing friends from all over the world connected by this simply unique experience."*

### Live

Federation EIL is the oldest Hosting organisation in the world. EIL UK upholds the Homestay tradition with its nationwide hosting network of over 200 families, there to provide a home from home for EIL participants and offering a safe and supportive environment during their stay.

*"Thanks for making this the best experience of my life. You found the perfect host family and made my trip both fun and educational."*

### Learn

As trusted and established providers of non-formal and experiential learning programmes, EIL UK's network of trainers and facilitators run monthly projects for local and global participants exploring social issues including race, culture and civic participation.

*"This was a journey that would be earth-shattering for fourteen eager individuals. Not chemical bonds but bonds much stronger and more deeply rooted would be formed. By the end, a single string would tie us all together."*

For further information about EIL UK and the Federation please visit [www.eiluk.org](http://www.eiluk.org) and like our Facebook page / EIL UK