



Experiment in
International
Living UK

Local Representative Application Form

Thank you for your interest in working with EIL UK. Please complete the following form in as much detail as possible. Please email your completed application to info@eiluk.org with the subject header: EIL UK Local Representative.

Section one

Full name	
Address	
Email	
Home phone	
Mobile phone	
Nationality	
Occupation	
Do you hold a current driving licence?	
Do you have access to a car?	
Do you hold a current DBS certificate?	EIL UK will carry out enhanced DBS checks for all Local Representatives
Do you speak any languages? Please indicate whether: basic, working, fluent	
Please describe your IT skills	
Do you have ready access to the following?	<input type="checkbox"/> Computer <input type="checkbox"/> Printer <input type="checkbox"/> Smart phone or digital camera

Section two

The Local Representative is EIL's ambassador in the local community, the face of the charity and the link between the host families and the office team. Your experience, background and ability to develop a network of like-minded hosts will be of great importance in this role. The following questions will help us to understand how you will approach the role of Local Rep.

- i) Have you ever hosted foreign students or worked with foreign students in any capacity (including as a Local Representative for another organisation)? If yes, please detail which organisations you have undertaken this role for and how many families you support in your local area.

- ii) As a Local Representative you would be the primary contact for students (largely aged 15-20) during their time in the UK. What related experience do you have?

- iii) EIL has a small established network of local host families but would like to grow this. How do you envisage growing the community and keeping the community motivated?

EIL is committed to safeguarding the wellbeing of our participants and host families and expects all Local Representatives to comply with EIL safeguarding policy and procedures.

- iv) As Local Representative, you will be paid a fee to undertake the four safeguarding checks required for each host family. This includes a home visit and completing DBS forms for each adult within the home. Training will be provided but are you comfortable with this responsibility? *Please circle.*

Yes No

- v) Though rare, upon occasions the Local Representative will need to make out of hours visits and/or facilitate an emergency move of a student during evenings/weekends. This may be at short notice and involve driving. Are you willing to commit to this responsibility? *Please circle.*

Yes No

- vi) What do you understand to be the vision and aims of EIL UK?

- vii) Please give details of any other relevant information which you feel is relevant to your application.

Once complete please return to EIL at info@eiluk.org or EIL UK, 17 Graham Road, Malvern, Worcestershire, WR14 2HR



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Role description Local Representative

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

EIL UK upholds the homestay tradition with its nationwide hosting network of over 200 families from Stirling to Tonbridge, providing a home from home for EIL participants and offering a safe and supportive environment during their stay. Homestays are fundamental to the EIL experience and are co-ordinated by Local Representatives. This vital role helps to match participants to host families, creating an invaluable experience for all involved. In the words of one EIL host family 'it truly brings the world to your door'.

Responsibilities

Host Families

- recruit new host families (with support of EIL)
- undertake the four safeguarding checks required by EIL namely:
 - i) completion of host family application form
 - ii) completion of DBS form
 - iii) home visit to assess hosting environment
 - iv) two references (though these are approached by the EIL office)
- ensure that all EIL families understand the charitable work of EIL and the differences between EIL and other hosting organisations locally
- ensure that all EIL families feel supported and see the Local Representative as their principal point of contact with EIL
- keep up to date lists of host families (being mindful of data protection), ensuring that data is updated on an ongoing basis and that EIL are aware of all changes which may affect hosting capacity
- ensure that all host families are supported to understand and comply with EIL's safeguarding policy and procedure
- pass on all relevant EIL updates and opportunities for training (when required)
- enable an annual opportunity for all host families to come together (summer walk/picnic or similar)

Participants

- Receive participant details from EIL team and hold securely, mindful of data protection
 - Share details of participants with appropriate host families to ensure a good match
 - Place participants with suitable host families, taking into account any special requirements (e.g. dietary, allergies or medical) and their personal interests
 - Support participant while they are on programme
 - Where applicable give the participant an initial orientation to the local area including – safeguarding; emergency contact; culture shock
 - attempt to resolve any problems arising during a placement while keeping the programme manager fully informed. This could include mediating between host family and participant and liaising/reporting back to EIL
 - collate feedback from the visitor and host family and pass this onto EIL
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- **General**
 - Appoint a deputy Rep to undertake the role during any absences

Who we are and what we do

Study

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

EIL welcomes students to the UK each year on our international High School programme, matching students to local schools and families to experience a month, term or full academic year abroad.

Live

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

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.

Learn

"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."

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 intolerance, culture and civic participation.