

## **EIL UK Applicant Information**

Thank you for your interest in EIL UK and our two vacancies.

EIL UK is a small but effective charity dedicated to delivering opportunities for people from across the world to study, live and learn together. Many of our programmes involve language and culture. As one of the oldest hosting organisations in the world, EIL UK is a member of Federation EIL, the global network which was awarded United Nations Peace Messenger status. We also develop and deliver opportunities for young people of different cultures in the UK to explore each and promote community cohesion and peacebuilding through our these and other activities key to our Vision and Mission.

The posts we are advertising here are key to the future success of EIL UK. Over the last three years we have been through a journey of change, re-focusing our vision and developing new workstreams in its support. We are now looking for a Finance Officer and a Training Coordinator who have an interest in our work and would like to help grow the organisation, so we can increase our offerings to participants both at home and abroad.

### **Finance Officer**

As Finance Officer, you will be responsible for the charity's financial operations and making sure that we make the most of every penny.

The deadline for applications is 5pm on Monday, 10 December 2018 and interviews will take place on Thursday, 13 December 2018.

### **Training Coordinator**

As Training Coordinator, you will ensure the smooth running of training courses across the UK.

The deadline for applications is 5pm on Tuesday, 4 December 2018 and interviews will take place on Friday, 7 December 2018.

If you are inspired by what we do and feel you can contribute to the future success of EIL UK, please apply for one of these posts. To apply, please complete the application form including the sections on 'reasons for applying' and 'achievements to date'.

Completed application forms should be emailed to Emma at [evscoordinator@eiluk.org](mailto:evscoordinator@eiluk.org) or posted to EIL UK, 17 Graham Road, Malvern, Worcestershire, WR14 2HR, marked for the attention of Emma McCarthy.

If you have any queries, when completing your application form, please contact Emma on 01684 562577.

If you decide not to apply, but would like to know more about supporting our charity or hosting international visitors, please contact Mary on 01684 562577 or [hosting@eiluk.org](mailto:hosting@eiluk.org)