

## **EIL UK Applicant Information – Programme Coordinator**

Thank you for your interest in EIL UK and the post of Programme Coordinator. EIL UK is a small but effective charity dedicated to providing intercultural learning opportunities to create a more peaceful, tolerant and understanding world. Last year our cultural immersion programmes included study abroad, family homestays, group educational programmes and language courses for more than 1,000 participants. 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 these and other activities key to our Vision and Mission.

The Programme Coordinator is a new role that is key to the future success of EIL UK. Over the last few years we have been through a journey of change, re-focusing our vision and developing new programmes. To support growing demand for our programmes, we wish to appoint a Programme Coordinator to co-ordinate activities and provide logistical and administrative support for UK and overseas participants.

### **Programme Coordinator**

Working with all of EIL UK's programmes, you will be responsible for programme coordination and logistics and work closely with our three Programme Managers to support the growth and development of our inbound and outbound student programmes.

The deadline for applications is 5pm on Tuesday 14 May 2019 and interviews will take place on Thursday 23 May or Friday 24 May 2019.

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

Completed application forms should be emailed to [k.davis@eiluk.org](mailto:k.davis@eiluk.org) or posted to EIL UK, 17 Graham Road, Malvern, WR14 2HR, marked for the attention of the Chief Executive.

If you have any queries, when completing your application form, please contact Nancy 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)