

EIL UK Applicant Information

Thank you for your interest in EIL UK and our vacancy.

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 all promote intercultural learning.

As one of the oldest hosting organisations in the world, EIL UK is a member of Federation EIL, the global network that was awarded Peace Messenger status by the Secretary General of the United Nations in 1989. We develop and deliver opportunities for young people and adults to explore different cultures here in the UK and overseas.

The posts we are advertising are key to the future success of EIL UK. Over the past few years we have been through a journey of change and developed new programmes and projects to support our vision. It is an exciting time to join our organisation as we prepare to deliver our new Strategic Plan 2023-27 and to meet the increasing demand for places on our educational programmes.

We are looking to recruit staff and volunteers who have an interest in our work and would like to be part of a dedicated team and help us grow the organisation's activities here in the UK and abroad.

Volunteers Officer

As Volunteer Officer, you will be responsible for the charity's volunteering and supporting EIL volunteers - including our amazing network of volunteer hosts, Co-ordinators and Regional Organisers - who are at the heart of everything we do.

Digital Communications Officer

We are looking to expand our Communications Team and accelerate EIL's digital journey. As Digital Communications Officer you will lead on developing and managing our digital assets and communications, marketing and engagement with internal and external stakeholders. You will work closely with our Social Media Coordinator.

Data Coordinator

As Data Coordinator, you will be responsible for our databases, host and participant data. This is a key role in our Volunteers Team supporting staff and volunteers working on EIL's programmes, marketing and communications.

Records Officer

EIL's Records Officer is part of the Executive Team with special responsibility for compliance, administering safeguarding checks and supporting the charity's governance and the EIL archive.

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.

If you are inspired by what we do and feel you can contribute to the future success of EIL UK, please read through the job/role descriptions published on www.eiluk.org

To apply, completed [application forms](#) including the sections on 'reasons for applying' and 'achievements to date' should be emailed to Sue Preece at hello@eiluk.org or posted to EIL UK, 17 Graham Road, Malvern, WR14 2HR, marked for the attention of Sue Preece.

If you have any queries about completing your application form, email Sue (as above) or contact her on (01684) 562577 (Tuesday – Thursday).

If you decide not to apply for the post, but would like to know more about supporting our charity or hosting international visitors, please send an email to hosting@eiluk.org