

JOB DESCRIPTION

This job description is not definitive or restrictive and will be subject to periodic reviews.

POST TITLE: SENIOR COORDINATOR 2024

POSITION:	Summer School Senior Coordinator
EMPLOYER:	Foyle International Ltd
HOURS:	Part-time (approx 15 hours per week) – Temporary (July & August)
SALARY:	Negotiable based on experience

ABOUT US:

Foyle International is a British Council accredited language school and we run English Language Summer School programmes for juniors aged 13-17 years old throughout July and August.

Our aim is to deliver high-quality language education and a rich cultural experience for international students.

The Junior Summer School programme is delivered at the North West Regional College, Strand Road campus and various other locations based in the city centre of Derry.

JOB SUMMARY:

We are currently seeking a proactive and organized Senior Coordinator to oversee the smooth running of the program. The Senior Coordinator will play a vital role in ensuring the success of the program by managing staff, organizing activities, and ensuring a positive experience for all participants.

The programme itself is established but we would like a someone who can also bring new ideas or improve existing activities.

Key Responsibilities:

1. Staff Coordination:

- Develop and maintain the staff rota, ensuring adequate coverage for all activities.
- Supervise and support Activity Leaders, providing guidance and assistance as needed.
- Conduct regular check-ins with staff to address any issues or concerns and provide feedback.

2. Program Oversight:

- Ensure the overall quality and effectiveness of the activity program.
- Monitor activities to ensure they align with program objectives and participant needs.
- Take a proactive approach to resolving any issues or challenges that may arise during the program.

3. Activity Participation:

- Actively participate in some of the activities, leading by example and engaging with participants.
- Provide support to Activity Leaders during activities, ensuring they run smoothly and efficiently.
- Foster a positive and inclusive atmosphere during all activities.

4. Communication and Collaboration:

- Maintain open and effective communication with all program staff, management, and participants.
- Collaborate with other team members to coordinate logistics, resources, and support for activities.
- Serve as a point of contact for parents/guardians regarding program updates, concerns, or inquiries.

Qualifications:

- ✓ Previous experience in a supervisory or leadership role, preferably in a similar educational or recreational setting.
- ✓ Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
- ✓ Strong interpersonal and communication skills, with the ability to work collaboratively with staff, management, and participants.
- ✓ Enthusiasm for working with young learners and creating engaging and educational experiences.
- ✓ First Aid certification and/or other relevant qualifications preferred.

QUALIFICATIONS

ESSENTIAL CRITERIA

- English & Maths GCSE grade C or above
- Previous experience working with young people

- Strong interpersonal and communication skills.
- Enthusiastic, creative, and flexible approach to organizing activities.
- Proven administrative and organizational skills including time management and ability to prioritize multiple tasks
- Problem solving skills
- or inquiries.

Qualifications:

- ✓ Previous experience in a supervisory or leadership role, preferably in a similar educational or recreational setting.
- ✓ Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
- ✓ Strong interpersonal and communication skills, with the ability to work collaboratively with staff, management, and participants.
- ✓ Enthusiasm for working with young learners and creating engaging and educational experiences.
- ✓ First Aid certification and/or other relevant qualifications preferred.

DESIRABLE CRITERIA

- Previous experience working with young people or students international students or in a multicultural environment is desirable.
- Experience planning events and activities that appeal to a range of age groups (13-17 years)
- Basic understanding of English language teaching principles is an advantage.
- First Aid certification is desirable.
- Qualification in youth work, or working toward such a qualification
- Sports coaching or crafts facilitation experience or qualifications
- Experience working with/supervising large groups
- Prior international living and/or intercultural experience and multilingual ability

Benefits:

- ✓ Opportunity to gain valuable leadership and management experience in a dynamic and rewarding environment.
- ✓ Professional development and training opportunities.
- ✓ Chance to make a positive impact on the lives of young learners from diverse backgrounds.

Application Process:

To apply for the Senior Coordinator position, please submit your resume and a cover letter outlining your relevant experience and why you are interested in the role. Applications

should be sent to aine@foyle.eu Please note that only shortlisted candidates will be contacted for interviews.

Foyle International is an equal opportunity employer committed to diversity and inclusion. We encourage applications from individuals of all backgrounds and experiences.

Successful applicants will be required to apply for an Enhanced Disclosure Check (Access NI).

DURATION:

Seasonal position for the duration of the English Language Summer School program (7th July – 18th August).

There is also an opportunity for this role for 9 weeks between September-November if interested.

TO APPLY

To apply for the above position you will be required to submit your CV and a cover letter which clearly indicates why you are suitable for the role advertised.

Closing date for applications is Friday 31st May

Foyle International is an Equal Opportunities Employer and welcomes all applications irrespective of gender, religion, political opinion, sexual orientation, race, age, marital status or disability

Successful applicants will be required to complete an Enhanced Disclosure Check via AccessNI.