

## Summer Programmes Manager and Staff Recruitment 2019

### Residential Programme Manager - Job Description

**Job Title:**

**Residential Programme Manager**

**Reports to:**

**CUDC Operation Team**

**Responsibilities and Duties:**

Residential Programme Managers manage the delivery and manpower of the programme, and accompany students during the entire programme period, ensuring the smooth operation of the programme that students have a happy and safe experience in the UK. Responsibilities and duties will include, but aren't limited to:

Programme Management and Planning

- Attend the compulsory briefing and training session
- Arrange the programme team meetings at designated times
- Lead the preparation prior to the start of the programme, and following up after it finishes
- Work out a detailed budget before the programme begins, and effectively control the expenses throughout the programme
- Responsibly lead the team and facilitate the smooth running of the programme

Programme Delivery and Operation

- Work in a team alongside the mentors, creating a dynamic and friendly environment for the team
- Ensure a high standard of the programme, while supervising the services and performances of the mentors
- Accompany the group during all the scheduled activities, lectures, visits, etc.
- Acquire real-time feedback from students, adjusting the programme arrangements as necessary
- Ensure sufficient videos and pictures are taken throughout the programme
- Solve any emergency issues and to ensure the safety of students and visiting teachers, hereinafter referred to as the students, throughout the programme period, including night time
- Report progress and key changes, if any, to the CUDC Operation Team during the preparation and throughout the programme period
- Produce and submit reports on the programme and performances of the mentors upon completion of the programme
- Complete the documentation of the programme and submit a financial summary of the programme

Connecting and Engaging Students

- Socialise and build positive relationships with Students
- Organise birthday gatherings for the students who have their birthday during the programme
- Engage students in conversations and share related university experience
- Encourage students to actively participate in the activities/discussions during lecture/workshop/supervisions
- Be a good listener and a trusting friend to students

#### Supervision and Oversees Sharing Sessions

- Provide supervisions to the Students
- Schedule and oversees the quality of the sharing sessions prepared by mentors during the supervision sessions
- Produce supervision reports based on the students' performance, providing letters of recommendation for the students at the end of the Programme