

## COURSE DIRECTOR

Universify Education seeks **enthusiastic, recent or current graduate or undergraduate students who are passionate about university** to act as Course Directors overseeing our free week-long summer residential and 3-day Easter weekend for year 10 students from non-selective state schools. We are looking for volunteers who share our vision that universities become open to anyone with academic potential regardless of their background.

### About the role

As a **Course Director** you will be responsible for overseeing the successful and smooth delivery of our week-long summer residential and 3-day Easter weekend for up to 80 Year 10 students from non-selective state schools.

This is a leadership role for energetic, committed and enthusiastic people. You will motivate, enthuse and support your team of volunteers, so that courses are high quality, exciting and rewarding both academically and socially. You will work closely with the Programme Support and Programme Co-Ordinator in the delivery of all elements of the course, encompassing student discipline, welfare, co-ordination and administration. You will have the latitude and flexibility to put your own stamp on elements of the programme too.

This is a fast-paced role in which you will manage a team of Group leaders, residential and part-time coaches, who are all volunteers and current or recent undergraduate or graduate students. They in turn are responsible for looking after their student groups of around 20 students each, and who will look to you for leadership, support and organisation. Collectively, you will deliver courses which, historically, receive exceptional feedback from the students.

You will receive training in Universify Education's policies, child safeguarding, Mental Health First Aid, basic First Aid and coaching.

### Main Duties

- **Manage** the Group leaders, coaches and part-time coaches **Oversee** the running of all aspects of the course, including managing a budget
- **Bond and lead a cohesive team** of volunteers to make sure that the staff and student experience is brilliantly memorable
- **Manage day-to-day relations** with the conference and events staff, on-site
- **Manage the generation of marketing material** in co-ordination with the Universify Programme Support
- **Decision maker** in challenging and unexpected situations, including dealing with disciplinary issues (staff and students)

### Practical details

- **Pay:** The role is voluntary but meals and accommodation are provided
- **Locations:** We are looking for Course Directors to deliver courses in Oxford

**Minimum requirements**

- Enthusiasm for higher education
- Excellent knowledge of Oxford
- Fast learner with attention to detail
- Excellent leadership skills, decisive and organised
- Flexible, proactive and hard working
- Imagination, creativity and a flair for generating enthusiasm and motivation in others
- 1-2 years' experience working in education or for a summer school in a similar capacity
- A minimum availability of 2 weeks in August

**Desirable attributes**

- Knowledge of Health and Safety, Safeguarding and emergency protocols in academic institutions

**Application**

Please complete our online application form. Interviews will be held on a rolling basis, beginning immediately, until all positions are filled.

**About us**

Universify was founded in 2016 by the Directors of Oxford Summer Courses, a BAC-accredited provider of short academic courses. With the help of education charities in designing our programme, we combined Oxford Summer Courses' 8 years of expertise in running summer schools with Somerville College's desire to better serve their link regions and target schools.

Universify is a charity committed to educational equality. Our vision is that universities become open to anyone with academic potential regardless of their background. We inspire Year 10 students from non-selective state schools to strive for, apply to, and be accepted at highly selective universities.

Ultimately, we want universities to draw strength from greater diversity and more students from non-traditional university backgrounds to feel empowered and excited about their future education.

We run a year-long programme, with 3 key elements:

1. 6-day residential summer course in August
2. Monthly academic coaching until students complete their GCSEs
3. 3-day GCSE-focused Easter residential

Academic sessions are delivered by academics and undergraduate volunteers provide student welfare support and ongoing coaching throughout the programme. Our year-long programme seeks to inspire students, maintain their motivation and provide them with the best opportunity of achieving their potential at GCSE and beyond.

In 2018 we aim to host 120 students across 3 Oxford colleges before taking Universify to other universities throughout the country, including the University of Cambridge.