

Trips and Events Officer (Regent's School of English)



At Regent's University London, we have a bold mission of reimagining education, and we're looking for talented and passionate people to help us do that.

We're ambitious, collaborative and curious in how we approach our work, each other, and the education we give our students.

Nestled in the heart of royal Regent's Park, Regent's offers a premium experience for staff and students. We champion an environment that cultivates possibility for everyone in our community.

Job description

Position details

Job title:

Trips and Event Officer

Grade:

Hourly

Department:

Regent's School of English

Line Manager Job Title:

Student Support Manager

Job purpose

Plan and deliver a range of educational trips and activities that complement and enhance the experience of the Regent's School of English (RSE) students on short and medium-term courses (2-44 weeks).

Create a vibrant and motivational environment, which encourages and inspires a greater level of activity and engagement of RSE students.
Show students who are studying English at Regent's, a variety of interesting cultural and historical places in London and Southern England.

The Regent's Way is a set of principles that guide our work and celebrate our unique offering – our strengths, our challenges and our commitment to continuous improvement.



Main responsibilities

1. Responsible for the safeguarding of students on trips, by following procedures laid down by the university, including risk assessments, itineraries and checklists. Identify potential risks associated with each trip.
2. Use a range of strategies to engage students on the trips and ensure students are practising English and having a good time. These may include encouraging students to ask questions, creating quizzes for students to complete on the trip, pairing students with conversation partners to encourage speaking English together, holding discussion sessions in groups during the trip, organising photo contests where students can share their trip photos and describe them in English.
3. Determine the educational and cultural goals of the trip.
4. Provide students with key information about the places visited, this may include historical and cultural facts.
5. Understand the interests and needs of the students and deliver the scheduled trips/events/activities efficiently and professionally.
6. Ensure itineraries are realistic and allow sufficient time for each activity.
7. Attend and actively participate in all the relevant training and departmental meetings.
8. Coordinate the sharing of key trip information with relevant internal departments in line with major incident planning.
9. Perform other duties occasionally required which are not included above, but which will be consistent with the role.
10. Actively seek to implement the University's Health and safety policy and give due regard to the health and safety of themselves and others when carrying out duties.
11. Actively seek to implement the University's Equal Opportunities Policy and promote equality of opportunity in relation to the duties of the post.
12. To undertake any other duties that may reasonably be requested appropriate to the grade and responsibilities of the post.

Person specification

1. Position details

Job title: Trips and Events Officer
Grade: Hourly
Department: Regent's School of English
Line manager job title: Student Support Manager

2. Person requirements

Job requirements	Assessment criteria	
	(e)ssential	(d)esirable
Qualifications & training		
Educated to degree level or equivalent experience		D
First Aid at Work Qualified		D
Experience		
Experience of working with international students who do not speak English as their first language.	E	
Experience of leading and organising educational activities and trips	E	
Evidence of working well as an effective team member, providing advice, guidance and feedback to other team members where necessary.	E	
Evidence of IT skills including knowledge of MS Office applications, databases, internet and email.	E	
Knowledge, skills & competencies		
Excellent knowledge of London history, culture and places of interest.	E	
Proven ability to work unsupervised to deadlines, planning and setting priorities for own work.	E	
Excellent written and spoken English and ability to grade the language when communicating with students whose level of English is limited.	E	
Proven ability to solve problems/make decisions using initiative and creativity, identifying and proposing practical solutions.	E	
Demonstrable understanding of health and safety issues, including risk assessments.	E	
General attributes & personal qualities		
Excellent customer service skills, approachable and friendly.	E	
A strong commitment to improving the student experience.	E	
Demonstrable enthusiasm for trips and activities and understanding of how it enhances student engagement.	E	
A role model who demonstrates integrity and honesty.	E	
Values and promotes equal opportunities and enjoys working with international students	E	

Other / special requirements		
Ability to occasionally work outside of normal office hours	E	