

Academic Families is a leading international education agency – AEGIS and Boarding Schools' Association accredited. We are expanding and are recruiting staff to join our existing team managing our Guardianship programme caring for international students studying in UK boarding schools.

Our students are full time students at boarding school however they have breaks from school when they are unable to travel home and so we match them with suitable local hosts/host families. Students and families benefit from cultural exchange and friendship. Hosts receive expenses and modest remuneration. We are looking to appoint a dedicated team member to develop our host recruitment programme.

### Host Co-Ordinator Role

You will uphold Academic Families' commitment to safeguarding and promoting the welfare of children and young people.

- To recruit hosts and host families to help support our international students during their time at UK boarding school
- To manage the Safer Recruiter host registration process including conducting home visits
- Supported by our Head Office team, to match students to hosts for successful relationships

This is a part-time role in our Edinburgh Head Office or home based with occasional host home visits.

### Skill Requirements

To do well and enjoy the role you need to be, or have, a -

- Strong inter-personal skills to interact well with a wide range of people from different backgrounds and cultures and assess their motivations and suitability to host international students
- good communication skills - written and spoken English with a friendly and professional telephone manner
- flexible attitude with a high standard of customer service
- good IT skills, especially MS Office suite
- able to drive, have access to your own car and be prepared to travel up to two hours to some schools and host families
- strong work ethic, able to work remotely and flexibly

## Key Responsibilities & Tasks

You will be required to manage our host recruitment programme ensuring availability of suitable hosts matched to the requirements of our international students. We are a Safer Recruiter so safeguarding is our priority.

- liaise with our marketing team to ensure social media campaigns deliver the required candidates for screening
- telephone screen candidates prior to including them in our registration process
- manage the registration process to ensure timely progression of suitable candidates
- arrange and attend host home visits
- maintain ongoing contact with hosts throughout the year
- apply all Academic Families procedures and processes and maintain good records on our Guardianship management system.

## Hours

This is a new role and it is anticipated to require 10.5 hours per week, preferably 3 mornings each week. There is flexibility but ideally Monday, Wednesday and Friday mornings 09:00 – 12:30. It is anticipated to be busier during term time and quieter during school holidays and working hours can accommodate workload.

## Financial Remuneration

Salary	£23-25K
Mileage charge	45p per mile

Remuneration will be through our monthly payroll. NEST pension is available to suitable candidates.

## Application

Please submit a covering letter and CV to [recruit@academicfamilies.com](mailto:recruit@academicfamilies.com) by Monday 14<sup>th</sup> June 2021.