

Job Description

Position: Residential Life Co-ordinator, Gap Year (two positions)
Location: Sotheby's Institute of Art–London *plus* residential accommodation in Zone 2
Reports To: Manager, Gap Year Programmes
Contract: Fixed Term, 5.09.22 to 28.11.22
Role: Full-time, shift pattern includes weekend, evening and night working
Salary: £26,000 pro rata plus shared residential accommodation

OVERVIEW

Being a Residential Life Co-ordinator for our Gap Year programme is an exciting, fast-paced and varied role.

The ideal candidates for this temporary role will have a love of London, a steady hand, and some experience of offering pastoral care to young people and / or student experiences in an educational setting.

The chosen candidates will be a core part of the Gap Year delivery team, working closely with the Manager of Gap Year Programmes, Gap Year Course Leaders and programming staff.

You will be taking care of a cohort of international students who are in London for a short Gap Year program. Students will be aged 18 and 21 and most will be living and learning in London for the very first time.

Sotheby's Institute of Art is located in the heart of Bloomsbury, London. Since its founding by Sotheby's Auction House in 1969, the Institute has pioneered the education of arts professionals and offers a wide range of Masters' degrees, semester courses and lifelong and continuing education programmes.

JOB ROLE/OBJECTIVE OF THE ROLE

We seek two Residential Life Co-ordinators with infectious enthusiasm, positive energy and a strong sense of personal responsibility to oversee and deliver the extra-curricular and residential elements of the Gap Year experience for our students.

You'll pick up where our Course Leaders leave off at the end of each learning-packed day, filling our students' evenings and weekends with fun, rewarding and engaging activities that complement the wider programme and respond to their needs.

You'll have some experience of working with students or young people and will feel comfortable being a first point of contact on pastoral matters for students. You'll be happy to share responsibility with the wider team for our students' welfare.

You'll be a brilliant communicator and team player, reporting any issues or concerns immediately to the Manager of Gap Year Programmes and/or the programme team.

You'll be organised and efficient, and capable of dealing with administrative, health and safety and related concerns as required and especially in relation to any activities you organise.

Ideally, you'll have an interest in the arts, culture, and life in London.

For the successful delivery of the role, you will be required to live in the accommodation provided by Sotheby's Institute of Art for 3-4 nights per week for the duration of the programme.

Full-time accommodation will be provided from 10 September until 28 November at no additional cost. The accommodation is within Zone 2 in Finsbury Park.

This will be a fixed-term post with one week of intensive induction and training, followed immediately by the 12-week programme. Successful candidates within the role may be invited to join the next programme, due to run from February to May 2023.

KEY DUTIES AND RESPONSIBILITIES

- Overseeing and delivering the extra-curricular and residential elements of the Gap Year programme, with the direction and support of the wider delivery team.
- Acting as a lynchpin of the pastoral team always taking an active interest in the welfare of the students under your care when on duty.
- Highly visible as a positive and responsible influence and readily contactable during your duty hours.
- A capable first responder for any emergencies or incidents while on duty (training provided).
- Regular and timely communication with the delivery team regarding welfare issues or concerns, behavioural issues, activity plans and any other relevant observations.
- Encouraging student adherence to the Code of Conduct and agreeing appropriate strategies in the event of behavioural issues.
- Accompanying and/or assisting with the co-ordination of special events or activities as required.
- Ensuring the health, safety and welfare of students, staff, and visitors, in line with Sotheby's Institute of Art's policies, procedures and guidance.

- Typical Pattern of Duties (depending on rota)
 - Weekdays – 08:30-09:30 and 17:30-22:30, also being on call overnight for emergencies
 - Weekends – 10:00-22:00, depending on activities
 - Being on call overnight for emergencies
 - Time off – 2 or 3 full days and nights per week, depending on the duty rota and by arrangement with the delivery team

- Annual leave will be paid, but it is expected that candidates for these roles will not have holidays booked during the programme delivery dates

SKILLS AND EXPERIENCE

- Experience of working with young people aged 18-21 in a professional or voluntary capacity
- Experience of activity planning, event co-ordination and/or proven organisational skills
- Experience of successfully managing pastoral challenges or concerns in a professional or voluntary capacity
- Excellent communication and interpersonal skills and the ability to work effectively as part of a hard-working and friendly delivery team
- Proven ability to act calmly and purposefully under pressure, especially in an emergency
- An interest in the arts and culture and a working knowledge of London
- Available to live in central London accommodation for the specified dates

Sotheby's Institute of Art welcomes and strives for diversity—including but not limited to race, class, gender, sexual orientation, socio-economic background—in our student body, faculty, and staff in order to foster an inclusive educational community with a wealth of perspectives and experiences.

TO APPLY

1. Please submit your CV and short covering letter addressing the criteria set out in the job description for this position to: vacancies@sothebysinstitute.com
2. Please include details of two referees, one of which should be your current / most recent employer. Referees will not be contacted without seeking prior agreement with the applicant.
3. Closing date midnight 31st July, please note applications will be considered as they are submitted