**MSMT Student Co-ordinator (UK)**

**Job Summary**

To co-ordinate the smooth arrival and welcome of up to 35 young Italians each year who have been granted a four-week language study bursary in the UK. The students, aged 18 to 25, come to the UK at any time during the year although the majority arrive between June and September. They usually arrive on a weekend, as courses start on Mondays.

**Essential job functions**

Communicating (primarily on email) with the Italian students regarding their travel arrangements and homestay arranged for them by the two language schools used by MSMT (one in London and one at Wheatley, near Oxford)

Arranging for MSMT volunteers to meet students at an airport or station and accompany them to their homestay. The Co-ordinator establishes connection between the volunteer and the student and receives confirmation that the latter has arrived safely at the homestay

On rare occasions when no Trust volunteer is available, meeting students and taking them to their homestay, or advising on public transport

Liaising with the two language schools about accommodation and any concerns raised by students during their stay

Liaising with the Trust Secretary and Administrator to manage problems

Keeping clear records of all arrangements and contact information

**Experience/skills required**

Clear communicator

Good record-keeping/Excel and computer skills including Whatsapp

Good at planning and paying attention to detail

Flexibility to deal with problems as they arise

**Attributes/qualities required**

Calm head to deal with the unexpected

Firmness, and understanding, when required

Team player

Able to make the volunteers and other partners feel valued

**Desirable skills**

Some knowledge of the Italian language would be a bonus

**Other information**

Paid per student, not an employed position

Most active from February to September

Hours are flexible and can be organised around a busy life