

# BEO Academic Event Manager

As an Academic Event Manager you are responsible for delivering the prestigious British English Olympics (BEO) academic competition, as part of the wider senior staff team. This crucial role requires strong leadership and organisation to uphold the competitions' credibility and integrity.

This job description summarises the purpose of the job and lists its key duties. It is not a definitive list of all the tasks to be undertaken as those can vary from time to time at the discretion of the Centre Manager.



In its 12th year, the British English Olympics is an exciting English academic competition designed for the world's brightest international students aged 12 to 16. Held in the UK's most prestigious boarding schools, students take part in a series of competitive events that provide an opportunity to challenge and develop the academic and leadership skills of the participating teams.

## YOU NEED TO BE

- Eligible to work in the UK
- 18 years old and over

## YOU MUST HAVE

- Native or a near native level of English
- A CELTA, Trinity TESOL and/or QTS in English or a Modern Foreign Language
- At least 2 years' post qualification experience
- At least 1 year's experience teaching junior learners
- Ability to work as part of a diverse team with the aim of providing an excellent competition experience
- Exceptional organisational skills with high levels of administrative accuracy and a meticulous eye for detail
- Exceptional communication and interpersonal skills
- Flexible approach to your work, along with the ability to cope with changing priorities
- Commitment to fostering a fair yet competitive competition environment
- Demonstrate respect for equal opportunities and respect for race and diversity

## IT WOULD BE GREAT IF YOU HAVE

- A degree, CELTYL or YL extension
- Post qualification-teaching experience at B2 level and above
- Management experience on a junior programme

## OTHER INFORMATION:

The BEO caters for juniors, aged between 12-16 years old  
As an Academic Event Manager, you will report directly to the Centre Manager throughout your employment  
The role is residential with accommodation and meals provided for you at no cost



## COMPETITION DUTIES

- The Academic Event Manager ensures that professional and fair standards are maintained throughout the competition and the competition guidelines are strictly adhered to by all staff and the participating teams
- Support the competition judges and oversee the smooth running of the whole competition
- Practical skills workshops for the teams will also be organised and overseen by the Academic Event Manager
- Staff will be rostered effectively by you, along with the organisation of the competition schedule
- In the lead up to the competition, the role requires leading induction days, informing all staff of important information that will lead to the successful implementation of the competition



## MANAGEMENT DUTIES

- Work closely with the Centre Manager, Activity Manager and BEO staff to ensure the effective operation of the centre and competition
- Attend Group Leader meetings and brief them thoroughly during the programme of events, scheduling and timetables
- Ensure each event and competition is set up in a timely and organised fashion
- Assemble all necessary paperwork from all staff in a timely manner and cooperate closely with the head office on the scoring process throughout the competition



## OTHER DUTIES

- Represent the company in a reputable and professional manner at all times
- Respond to emergencies whenever necessary
- Maintain suitable levels of student discipline, safety and welfare
- Always encourage students to use English
- Carry out and/or consult risk assessments whenever required
- Attend all induction days prior to the students arriving
- Attend all staff briefings and take part in all necessary health and safety training
- Commit to being a positive role model through your employment
- Carry out all other reasonable tasks

# A DAY IN THE LIFE OF AN ACADEMIC EVENT MANAGER

This will give you a taste of what life is like on a typical day as an Academic Event Manager

7:30	I'm up for breakfast, ready for the day's competitions!
8:00	I have organised a meeting with all staff involved in today's events. I make sure the Judges and Competition Hosts, along with other staff, are well informed about the day's schedule and their duties. I answer any questions so that everyone is clear of what they are doing
8:30	Once the meeting has finished I will oversee the setup of both venues and make sure that the competitions are ready to start on time
9:00	The competition will run throughout the whole morning. I monitor both competition venues periodically and I am always on hand if a member of staff needs me to support and offer guidance
12:30	The morning competitions are ending and I collect the scores from the judges and review that all the forms have been filled in. The Centre Manager has been with me offering me support and checking in to make sure everything is okay. It is now time for a well-earned lunch!
13:30	The competition will begin again at 2pm so I head off after lunch to make sure everyone is prepared for the afternoon's events
14:00 - 17:30	Like this morning, I will be overseeing the afternoon's events
18:00	Once the afternoon is over and the competition is over for the day I will once again review all the forms before I scan them and send them to the Academic Director. I also make sure I am on top of all the other administrative duties I have.
18:30	I hold a Group Leader meeting with the Centre Manager regarding the next competition event tomorrow and attend to their enquiries or concerns, acting on them as promptly as possible
19:30	I brief staff with the Activity Manager on how well the competition went today and what the schedule for tomorrow will be, answering any questions that may arise.
20:00	Now my day is almost over I catch up on my e-mails and make sure everything is ready for the next day of competitions! I make sure to thank everyone for their efforts before they head off.

## Legal Information

Oxford International Junior Programmes is committed to safeguarding and promoting the welfare of children. As such, all successful applicants will: be asked to explain any work and/or educational history gaps; undergo an Enhanced DBS Disclosure or overseas equivalent; provide details of 2 referees that can objectively comment on your suitability to work with children; show evidence of entitlement to work in the UK.

## PAY INFORMATION

As an Academic Event Manager, you will earn £485.00 plus 12.07% accrued holiday pay. (£485 + £58.54 (12.07% holiday pay) = £543.54)

You will work at least 48 hours per week. You will be asked to 'opt out' of the 48-hour Working Time Directive. You are entitled to one day off per week (this can be taken at your discretion). The role demands a high degree of flexibility and will involve evening and weekend work.

## WHY OXFORD INTERNATIONAL JUNIORS?

We are a highly respected organisation, being named winner of the 2018/2019 Educational Tour Operator of the Year by iStudy Guide.

With over 25 years' experience, employing thousands of seasonal staff, we know how to provide you with a rewarding and meaningful workplace experience.

We will provide you with a professional and fun platform to develop your experiences working with children and teenagers.

Our values drive what we do - we care not just about our students, but our staff too.

## OUR CORE VALUES

At Oxford International Education Group, we pride ourselves on our Core Values. They define who we are, how we work and guide how we act with each other.



We build relationships through trust, honesty and respect



We put our students and their goals at the heart of everything we do



We love what we do and strive for excellence



We are not afraid to be different and we celebrate innovation



...and we believe a smile goes a long way

## Contact us

Head Office: 259 Greenwich High Road,  
London, SE10 8NB  
Phone: +44(0)208 312 8072  
Email: [recruitment@oxfordinternational.com](mailto:recruitment@oxfordinternational.com)

Facebook: [facebook.com/oxfordinternationaljunior](https://www.facebook.com/oxfordinternationaljunior)  
Instagram: [oijuniorprogramme](https://www.instagram.com/oijuniorprogramme)  
Website: [www.oxfordinternationaljuniors.com](http://www.oxfordinternationaljuniors.com)

