

UWC Red Cross Nordic Summer Programme Coordinator

UWC Red Cross Nordic is one of 18 United World Colleges worldwide. Our mission is to make education a force that unites people, nations and cultures for peace and a sustainable future.

We are a fully residential college for ages 16-20, set on the shores of a fjord in western Norway. Our students come from around 80 countries, speak more than 60 first languages, and are selected independently of their ability to pay. Over half study on full scholarships.

We are looking for a passionate educator to coordinate our **Summer Programme**, a 3-week residential programme offered to selected incoming students who would benefit from extra time to settle into life at UWC RCN before the whole student cohort arrives

- Familiarity with our campus
- Adjusting to Norway
- Building confidence using English as the language of daily life
- Awareness of expectations for students.

The Coordinator will be responsible for the design, planning and overall implementation of the programme, including a clear safeguarding and duty-of-care role during the course period.

This is a role for someone who enjoys building a warm, structured landing for students and who can handle logistics while nurturing relationships.

Job description

Job title

Summer Programme Coordinator

Reporting line

Reports to the Deputy Rektor and works closely with relevant colleagues across academics, residential life, safeguarding, operations, and admissions.

Purpose of the role

To provide selected incoming students with a well-designed, well-run 3-week early arrival programme that:

- supports adjustment to Norway and to boarding school life
- strengthens confidence using English in both academic and social/residential contexts
- builds belonging, routines, and readiness before the rest of the student body arrives

Structure of the role

1. Planning and preparation phase

Indicative start date: May 2026

Mode: remote, with some meetings online

Indicative workload: approximately 35–50 hours in total between May and July

Although the programme itself begins on 23 July, the Coordinator is expected to begin work in May in order to liaise with the relevant staff on campus and prepare the programme properly.

This phase will involve:

- meetings with the Deputy Rektor and relevant colleagues
- understanding the profile and needs of the selected students
- designing the overall structure and learning focus of the programme
- coordinating logistics and staffing with the relevant teams
- preparing materials, schedules, role descriptions, and supervision plans

The planning workload is expected to be spread across May, June and early July, with some weeks requiring very limited time and other moments requiring more focused preparation. A reasonable estimate would be:

- May: 8–12 hours
- June: 10–15 hours
- Early July: 12–18 hours
- Final preparation in the week before arrival: 5–8 hours

This gives a likely total of around 35–50 hours of planning, depending on the Coordinator's familiarity with RCN and the degree of adaptation required.

The College will take responsibility for:

- identifying the students who will participate in the programme
- recruiting the volunteers/helpers who will support the programme
- confirming the overall staffing framework and operational support

The Coordinator will take responsibility for:

- shaping the programme
- coordinating with relevant teams
- preparing the programme for delivery

2. On-campus delivery phase

Dates: 23 July to 13 August 2026

Mode: on campus

Nature of role: full-time, residential programme coordination

Students will arrive in Bergen on Thursday 23 July and remain engaged in the programme until Thursday 13 August.

During this period, the Coordinator will oversee the day-to-day implementation of the programme and will hold a clear safeguarding and duty-of-care role throughout.

This phase will require:

- daily coordination of the full programme
- regular communication with staff and helpers
- active visibility and presence with students
- responsiveness to practical, pastoral, and safeguarding matters as they arise

Key responsibilities

The extension of the responsibilities will be divided between the duration of the summer program, the last 3 weeks of July, and the planning and designing process which will be online

Programme design and planning

- Design the programme structure (weekly rhythm, learning focus, residential and community-building elements)
- Coordinate English-language learning sessions and ensure coherence across teaching/learning objectives
- Build a balanced schedule of afternoon/evening activities that support language practice, belonging, and wellbeing (indoor/outdoor, social, cultural, practical life skills)

Implementation and coordination

- Lead day-to-day implementation: timetables, staffing, communication, materials, spaces
- Coordinate and support teachers, volunteers, and any student/alumni helpers (roles, expectations, daily briefings, follow-up)
- Liaise with Operations on transport/arrival logistics (including Bergen arrivals), meals, campus access, accommodation, and activity bookings

Safeguarding and duty of care

- Hold clear safeguarding oversight throughout the programme in collaboration with the College's safeguarding structures
- Ensure clear routines for supervision, sign-in/out, boundaries, reporting lines, and incident response

- Contribute to a safe, welcoming environment where students feel held, seen, and supported

Student experience and community integration

- Build intentional orientation to “how RCN works”: routines, expectations, community norms, communication channels, basic practicalities
- Support students’ cultural integration into the wider UWC RCN community and handover to relevant teams once the main student body arrives

Evaluation and handover

- Gather feedback from students and staff/volunteers and produce a short end-of-programme reflection
- Provide recommendations for next year (what to keep, adjust, simplify)

Deliverables

- Full programme plan (schedule + learning/activity overview)
- Staffing plan and role descriptions (teachers/volunteers/helpers)
- Safeguarding supervision plan for the duration of the course
- End-of-programme summary and recommendations

Person specification

Essential

- Strong organisational skills and calm coordination under pressure (you can hold details without losing the bigger picture)
- Experience working with young people in a school/residential/youth setting
- Confidence designing non-formal education programmes (learning + community-building) for youth and adapting in real time
- Strong communication skills and intercultural sensitivity
- Recently trained in Safeguarding or have the willingness to undergo training before the delivery of the programme.

Desirable

- Experience with English language learners / multilingual classrooms or language-support programming
- Familiarity with UWC RCN education and community life
- Outdoor activity coordination experience (appropriate to a Nordic context)

Safeguarding

UWC Red Cross Nordic is committed to safeguarding and promoting the welfare of children,

young people and adults. The successful candidate must be willing to undergo child protection screening, including checks with past employers.

How to apply (internal)

Please send a short statement of interest (max 1 page) and your CV to **appointments@uwcrcn.no** with the subject line: *Summer Programme Coordinator* by Monday 23th of March.

For any questions, please, contact our Deputy Rektor, Ainhoa Orensanz at ainhoa.orensanz@uwcrcn.no