

## Admissions and Communication Volunteer

Vacancy Ref: 40051

Closing Date: 30/01/2022

Salary: £500 per month

Contract Type: 15 hours per week

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### About CFBL:

Established in 2011, CFBL | Collège Français Bilingue de Londres provides French-English bilingual education to 700 students aged 3 to 15 years old.

Tolerance and openness are central to CFBL's philosophy and permeate our community comprising some 35 different nationalities.

Our school is located near Camden, in central London, and provides students with an excellent education, underpinned by a special commitment to language learning and digital culture.

### Why CFBL:

London-based Outstanding bilingual school CFBL is looking to appoint a Volunteer for the Admissions & Marketing Team to manage the school's visibility and drive student recruitment. We are committed to creating and sustaining an environment that values and celebrates the diversity of both staff and pupils. CFBL is an equal opportunity employer.

### Your responsibilities will include:

- Benchmarking & market research;
- Monitoring of educational events & fairs;
- Supporting events planning (open days etc);
- Client database & conversion tracking;
- Organizing school records;
- Other tasks may be added depending on the successful candidate's background.

### The Ideal Candidate:

- Be an undergraduate or graduate student;
- Be dynamic, organised and enthusiastic;
- Speak English and French;
- Have a good knowledge Adobe Creative Suite.

## Desired skills and experiences

- Good knowledge of social media
- Appetite for marketing and communication
- Good command of French and English both written and spoken
- Have a good knowledge of office software (Office Pack, very good command of Excel)
- Curiosity, and attention to details are required
- Confidentiality
- Good research skills
- Customer service skills

## Duration

- 3 to 6 months (flexible start date, hopefully January 2022)
- Compensation of up to £500 per month plus free lunches.
- 15 hours per week

## Shortlisting and interviews

- Shortlisting of candidates will take place first week of January
- Interviews will take place week commencing 10<sup>th</sup> January 2022

## Conditions

### Safeguarding and welfare

- The School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an Enhanced Disclosure from the Disclosure and Barring Service.

### Right to work in the UK

- There are legal restrictions on who may undertake employment in the United Kingdom. However, non-UK residents normally need to be sponsored by a UK employer and granted permission to stay in the UK by the UK Visa and Immigration (UKVI), in order to undertake employment with the sponsoring employer.
- Please note that we are unable to provide individual immigration advice and would encourage you to seek independent advice on immigration if you are unsure on how to proceed.
- Every candidate invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents.
- Please note we are unable to accept photocopies of documents; original document must be provided for checking by CFBL staff.

## Reporting Line

This job will report to the Communication and the Admissions Officers

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Working at CFBL | Collège Français Bilingue de Londres means joining a dynamic and stimulating team, taking up challenges, meeting awesome people every week, and changing the world, a little bit, every day!