

LILA College offers a wide range of English language, Exam Preparation and A Level courses suited to different student levels, ages, and needs

Job Title	Student Experience & Social Programme Coordinator
Salary	£17.55/Hour
Start Date	
Hours	10 hours per week
Holidays	30 days per annum for staff 0-3 years' service pro rata 33 days per annum for staff 3+ years pro rata (Includes bank holidays and a bonus birthday holiday/will be calculated on a pro rata basis)
Why LILA?	Company sick pay scheme Sabbatical scheme Flexi-working Birthday holiday Dynamic International environment Regular staff reviews and staff progression route. Comprehensive professional development LILA* WoW scheme Mental Health Initiatives

Appointment to the role will be subject to pre-appointment suitability and a 6 - month probationary period.

How to apply

Safer Recruitment

All applicants should be aware that:

- References will be requested prior to interview where possible.
- Any gaps in employment must be explained and may be explored during interview.
- An enhanced DBS check (with barred list check if applicable), right to work in the UK check, and verification of employment history will be required.
- Online check will be carried out as part of screening
- This role is subject to a satisfactory probation period and ongoing safeguarding training.

To apply, please complete the application form and submit it along with your cover letter or email to victoria@lilalovetolearn.com.

Application deadline	6/04/2026
Shortlisted applicants will be notified by	email
Interview period	7 th April-10 th April

Applicants who have been shortlisted for interview will be contacted.

The LILA mission

At LILA, we aim to create an environment where the talents of the individual, student and staff alike, are maximised. We will do this by:

- Ensuring a complete student experience
- Offering a wide variety of courses and a flexible approach
- Delivering great value for money
- Maintaining a fresh, contemporary environment

Our mission is simple: LILA* - love to learn.

LILA Core Values

Growth – We encourage continuous learning, development and improvement for our students, staff and partners.

Trust – We act with integrity, honesty and accountability, building strong and reliable relationships.

Inclusivity – We celebrate diversity, ensure equality of opportunity, and create a welcoming environment for everyone.

Positivity – We approach challenges with optimism, kindness and a solutions-focused mindset.

Job Description

The Role

As our Student Experience & Social Programme Coordinator, you will take the lead on our social programme, while working closely with our Senior Teacher and Student Engagement Lead. Your responsibilities will include:

- Devising, creating and delivering a varied programme of social activities
- Promoting activities to students

- Attending and leading activities in person as a representative of LILA
- Maintaining an activity schedule and keeping the calendar up to date
- Budgeting and tracking spend per activity
- Liaising with external venues and suppliers to arrange bookings and logistics
- Gathering informal student feedback on activities to help shape and improve the programme
- Reporting regularly on activity uptake and student engagement to the Senior Teacher and Student Engagement Lead

The kinds of activities you'll be running include:

- City tours and sightseeing trips around Liverpool
- Cultural evenings and themed events celebrating our students' diverse backgrounds
- Day trips to destinations across the North West and beyond
- Sports, outdoor activities, and active social events
- Arts and creative workshops
- Social evenings and student meetups

Activities are scheduled from 2:35pm on weekday afternoons, with occasional Friday commitments. This role does not require weekend availability

Essential skills & experience

- A natural organiser with experience (or a strong interest) in event planning or coordination
- Confident and comfortable working with international and multicultural groups
- Full of creative ideas and the initiative to make them happen
- Enthusiastic, reliable, and genuinely passionate about student experience

An additional language is always welcome, though not essential — what matters most is your enthusiasm and ability to connect with people from a wide range of backgrounds.

The successful candidate will:

- Promote the British values of respect, tolerance, individual liberty and rule of law
- Be trained in health and safety awareness such as first aid/fire marshal etc (training available by LILA*)
- Be trained to Safeguarding Level 1 (Basic Awareness) (training available by LILA*)
- Attend in-company safeguarding training & participate in steps raising staff awareness of the

- company's legal duty of care to under 18 students and vulnerable adults
- Demonstrate an ethos of excellent customer service and professionalism

Employment of ex-offenders

LILA has an Employment of Ex-offenders Policy. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence(s).

Equal opportunities employer

We are an Equal Opportunity Employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, marital status, age, disability, race, religious belief, gender re-assignment, sexual orientation or political opinion nor should they be disadvantaged by conditions or requirements which are neither justified nor relevant to the job. Selection criteria and personnel procedures will be reviewed regularly to ensure that individuals are recruited, promoted and treated in all other ways purely on the basis of merit and ability to do the job for which they have applied.

Applicant privacy notice

LILA* must collect your personal information to meet its legal duties and operational needs. Your information will be retained for up to 1 year.

The information which you provide as part of your application will be processed in accordance with our obligations under General Data Protection Regulations 2016. In applying for this position, you are giving us consent to do so.