

# Job Description

## Personal Development Fellow

### Executive Summary

Contribute to the design and delivery of our programme in Personal Development for Year 1 students centered around social skills.

- Location: Lisbon (Chiado)
- Start date: Summer 2025
- Contract: full time, fixed term (4-6 months) with a possibility of open ended contract
- Salary: €45K-55k annual gross depending on experience
- Language: English
- Apply [here](#)

### Forward College

[FORWARD COLLEGE](#) is a novel Higher Education Institution designed for bright students who wish to achieve academic excellence but also nurture other forms of intelligences:

- social intelligence to engage people across different fields of expertise and backgrounds
- emotional intelligence to manage one's balance, be mindful of others, and nurture creativity
- practical intelligence to make decisions, implement and generate positive outcome
- technological intelligence to harness technology to deliver lasting change.

Forward College blends fully accredited academic Bachelors' designed by the LSE and King's College with a highly innovative programme in Leadership development combining entrepreneurship and personal development. All courses take place on site in our campuses in Lisbon (Year 1), Paris (Year 2) and Berlin (Year 3) and are taught by our own faculty.

### Responsibilities

Forward Personal development programme aims at developing our students' social and emotional skills. These skills are instrumental to support their wellbeing as much as their academic success, professional career and personal life in the years to come.

After discovering their MBTI profiles and understanding the challenges of interacting with various personalities, students work on social skills such as teamwork, cohabiting harmoniously in an intercultural community, managing interpersonal relationships effectively, deciphering

group dynamics, giving and receiving feedback and understanding how cultural differences interplay with social relations. The overview of the programme throughout the 3 years can be found [here](#).

More precisely, the fellow is expected to

- Be responsible for the delivery, monitoring, and assessment of the Personal Development Programme for the Lisbon Paris campus
  - Provide learning material for students to prepare for the seminars
  - 6 seminars of 2 hours per week across 25 weeks (workshop style)
  - 1:1 coaching sessions
- Contribute to the continuous improvement of the programme with the team
- Promote personal development within Forward College

## Requirements

- Experience in personal development / leadership training and/or teaching
- International exposure
- Excellent English
- Team spirit
- Rigor

## Practical considerations

- **Status:** Fixed term contract (full time) - possibility of full time after this first experience
- **Location:** Lisbon
- **Start date:** Summer 2025

Please fill in [this form](#) if you wish to apply.

Questions should be sent to Akash Ravi ( [akash.ravi@forward-college.eu](mailto:akash.ravi@forward-college.eu) ).