

Position: Manager of Overseas Courses

Full time

8.30 – 17.00, Monday to Friday (37.5 hours per week)

Start date: **16.03.26**

£34,200 per annum

Application deadline: **10.03.26**

To apply please send your CV and cover letter to campsmanager@englishexp.co.uk

The Manager of Overseas Courses is responsible for the strategic planning, organisation, delivery and ongoing development of the organisation's overseas English Camps. The post holder provides leadership to the Overseas Courses team, maintains key international client relationships, and ensures that all camps operate smoothly, safely and to the required academic and operational standards.

Key responsibilities

Leadership and management

- Ensure the continued success, quality and smooth running of all overseas courses.
- Line manage the Overseas Courses team, including the Senior Administrator of Overseas Courses.
- Provide clear direction, oversight and support to ensure departmental responsibilities are delivered effectively.
- Collaborate with the Director and other managers to contribute to the wider success of the organisation.

Staffing and training

- Lead the recruitment of teaching and activity leading staff for overseas courses, ensuring appropriate placement across camps.
- Oversee the recruitment process, delegating administrative elements as appropriate.

Course design and resources

- Liaise with the Director of Studies to plan, develop and produce course materials for overseas camps.
- Oversee the planning and resourcing of activities and ensure materials are purchased and prepared for shipping in a timely manner.
- Ensure course documentation and staff handbooks are accurate, current and fit for purpose. **Client liaison and business development**

- Maintain and develop positive relationships with overseas clients and coordinators to ensure repeat business and high levels of satisfaction.
- Act as the main point of contact for key foreign partners.
- Assist the Director with the planning and delivery of teachers' courses for foreign clients as required.
- Contribute to bids, proposals, selling and marketing activity to develop overseas business in new areas or countries.
- Deliver parent or client presentations as required.

Overseeing camps

- Oversee the running of camps while in operation, providing support to coordinators and staff and ensuring required standards are met.
- Travel overseas, in agreement with the Director, to visit camps, meet staff and clients and maintain relationships. Flexible working hours will be necessary to suit the requirements of the task.

Operations, compliance and finance

- Supervise staff travel arrangements to ensure they are appropriate and within agreed budgets.
- Ensure all relevant policies, procedures, safeguarding and GDPR requirements are in place, followed and reviewed regularly.
- Ensure effective systems are in place for record keeping, reporting and feedback analysis.

On-call duties

- Participate in the on-call rota during the camps period, dealing with urgent operational issues as required.
- Work additional hours where necessary to resolve urgent problems.
- Undertake additional duties as required by the Director to meet business needs.