

Manager of Overseas Courses Person specification

Essential criteria

Experience

- Proven experience in managing educational programmes, courses or projects, ideally within ELT, summer schools or overseas programmes.
- Experience of line management or team leadership in a busy operational environment.
- Experience of recruiting, training and supporting staff.
- Experience of working with international partners or clients.

Skills and knowledge

- Strong organisational and planning skills, with the ability to manage multiple priorities and deadlines.
- Excellent written and verbal communication skills.
- Ability to build and maintain effective working relationships with staff, clients and external partners.
- Good understanding of safeguarding, duty of care and GDPR requirements.
- Budget awareness and the ability to manage resources effectively.
- Confident decision-maker with the ability to respond calmly to issues and emergencies.

Personal attributes

- Strong organisational skills.
- Able to work independently while contributing effectively to a small team.
- Flexible approach to working hours, including availability during peak camps periods and for overseas travel.
- Commitment to maintaining high standards of quality and professionalism.

Desirable criteria

Experience

- Experience of managing overseas or residential programmes.
- Experience of business development, bidding or sales activity within an educational context.
- Experience of curriculum or course material development.

Skills and knowledge

- Knowledge of the overseas ELT market.
- Ability to deliver presentations to clients, parents or partners.
- Working knowledge of databases and digital file-sharing systems.
- Knowledge of Italian language

Additional

- Ability to travel overseas as required.
- Relevant qualifications in education, management or a related field.