

International organisation working in the educational sector is looking a **Programme Coordinator**. The Programme Coordinator role is to provide professional support to educational programmes aimed at professionals. It is primarily focused on programme operations including logistics, programme management and planning. The role also encompasses engagement with participants pre- and post-study, and the Programme Coordinator will contribute to sales and marketing activity designed to attract new custom supporting the business development team.

The Programme Coordinator will travel occasionally and might be required to work some evenings and weekends.

**This is a 9-month contract to start ASAP**

**ROLE:**

- Liaising with professors/speakers on all administrative aspects of courses, e.g. distribution of course material, timetables etc.
- Liaising with participants on all administrative aspects, e.g. timetables, rules and regulations, feedback, marks and grading.
- Ensuring top customer service to programme stakeholders to provide and receive relevant feedback on programme provision.
- Ensuring top customer service to the participants: providing support on everything from handing out course material, to catering and external entertainment
- Liaising with internal support services: IT, catering, facilities, in order to ensure high quality programme delivery
- Ensuring all rooms are logistically set up for each programme
- Putting together handbooks, folders when necessary and welcome packs
- Managing the online platforms for each programme, in addition to the internal student database
- Collating professors' biographies, producing consolidated programmes feedback evaluations, etc.
- Maintaining an archive of all programmes delivered in order to constantly improve and better standards
- Creating and updating the Profit and Loss Statements for each course, reporting to Managing Director of Corporate Services requests and Finance
- Supporting on an ad-hoc basis the preparation/delivery on other executive programmes in the department
- Attend ingmeetings with participants (actual and potential) upon request
- Providing support to the Recruitment and Marketing Manager with the admissions process for dedicated programmes.
- Occasionally representing the organisation for information sessions, fairs and other student recruitment events, as required

**PROFILE:**

- Educated to degree level
- Excellent communication skills both verbal and written



- Ability to speak to people at all level
- Strong IT skills
- Customer service experience in a high-end environment
- Previous administrative experience
- Strong organisation skills
- Understanding of basic accounting principles
- Enthusiasm, flexibility and adaptability will assets for the role
- French will be a plus

**SALARY & BENEFITS:**

- Between £29 500 to £30 400 per annum pro rata
- Excellent benefits including pension, holidays, insurance