

**Manager of Overseas Courses****Full time, permanent (to start as soon as possible)****Please contact the school for salary details.**

The post holder will report to the Director and manage a small, busy administrative team working to organise the school's English Camps operations overseas. The post holder will be responsible for all aspects of the organisation of English Camps including recruiting teaching and activity leading staff, design of new courses and course materials, liaising with foreign clients and overseeing the camps while they are running.

For the first 6 months, the role will be carried out in collaboration with the Operations Manager.

**Normal hours of work:** Monday to Friday 08:30-17:00.

**Main duties and responsibilities**

- Ensure the continued success and smooth running of the school's overseas courses
- Line manage the English Camps administrative team and ensure their specific duties are being fulfilled
- Collaborate with the other managers to contribute to the continued success of the organisation as a whole

**Staffing**

- Recruit staff for English Camps and place appropriately in Camps (in 2014 approximately 200 positions over 40 camps)
- Arrange and run pre-course training days for the English Camp staff as appropriate

**Resources**

- Liaise with the Director of Studies to plan, develop and produce all course materials required to run English Camps
- Plan and resource appropriate activities and ensure necessary materials are shipped in a timely manner
- Liaise with the despatch manager in Italy to ensure the correct materials are shipped to each location

**Liaison with foreign clients**

- Maintain positive relationships with foreign clients who organise camps in order to ensure continued business and that necessary information is shared
- Maintain a positive relationship with the Italian Coordinator (based in Italy), including providing weekly reports to ensure records are kept up to date
- Assist the Director to plan and run a Teachers' Course for foreign clients as required

**Overseeing camps**

- Keeping in contact with the coordinators of the camps while they are running to provide support and assure required standards are being met
- Travelling abroad to visit camps (in agreement with the Director) to meet with staff, liaise with coordinators and maintain the relationship with foreign clients
- When travelling abroad hours will be flexible to suit the requirements of the task

**Other duties**

- Supervision of appropriate travel arrangements for staff within a budget set with the Director
- Completion and timely submission of bids to run camps in Italy in collaboration with the Director
- Ensure all appropriate policies and procedure are in place and followed to ensure the successful running of English Camps, including a updating a Handbook for English Camps staff

**On call duties:** (Additional payment is made to undertake on call duties)

- On a rota basis with the Administrator of Overseas course, carry the on call phone and deal with urgent queries from staff and overseas coordinators during the camps period
- Where necessary, work additional hours to resolve urgent problems