

DEPUTY PROGRAMME MANAGER

About Us

Oxford Summer Courses was founded by a network of Oxford alumni, who were determined to share the magic of the university and the city with the wider world. Since 2010, we have expanded around the world, and are one of the fastest growing education companies in the UK and Europe.

About the role

Oxford Summer Courses are looking for a reliable and professional **DEPUTY PROGRAMME MANAGER**. The Deputy Programme Manager will be vital role during our summer programmes and help with the planning, coordination and management of course delivery. The Deputy Delivery Manager will be responsible for the smooth running of programme to over 3,000 students. Oxford Summer Courses are looking for someone to work with the Programme Manager and meet the operational challenges faced. Leading by example the Deputy Programme Manager will pass on their high standards to the on course staff and ensure they are at the top of their game, delivering excellent programmes.

You could be

- Deputising and supporting the Programme Manager
- Coordinating and regularly meeting the on course staff and account managers to monitor the smooth running of all tasks.
- Representing the Head office during the working week and managing relationships internally and externally with some high profile suppliers.
- Keeping up to date with the programme and troubleshooting where necessary.
- Working closely with other departments in Head Office to manage the programme, maintaining company strategy and policies.
- Assisting in the development of programme procedures to increase efficiency whilst maintaining accuracy.

Practical details

- Start : March/April - August 2019. Start dependent on location.
Full time fixed term contract.
- Accommodation not included.
- Positions available in Oxford and Cambridge
- Travel can be expected in the job to various sites (Oxford, Cambridge, Wycombe, London and Cheltenham) and a full driving licence/ own vehicle required.



About You

- Reliable - able to commit to a full working week.
- A flexible approach to work and hours of work undertaken is essential.
- Able to confidently and proactively manage a team.
- Highly motivated, energetic, positive
- A flexible approach to work and hours of work undertaken is essential.
- Able to remain calm under pressure and to defuse potentially difficult situations.
- Excellent communicator with students, colleagues, and external clients.
- Attention to detail, organised and thorough.
- Outgoing and confident.
- Smart and presentable.

Application

[Please complete the online application form](#), specifying what role you would like to be considered for. If you have any questions regarding recruitment, please email recruitment@oxfordsummercourses.com

DO NOT SEND IN A CV AND COVERING LETTER. YOUR APPLICATION WILL NOT BE CONSIDERED.

Disclaimer

Please note that only successful applicants will be contacted and that no terminology in this advert is intended to discriminate on the grounds of a person's gender, marital status, race, religion, colour, age, disability or sexual orientation. Every candidate will be assessed only in accordance with their merits, qualifications and abilities to perform the duties of the job.

Oxford Summer Courses is committed to safeguarding and protecting children. We check references and undertake enhanced Disclosure and Barring Service (DBS) checks to ensure all our staff are suitable to work with children.