

WEEKEND TEAM 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

As the **Weekend Team Manager** you will be responsible for the management and delivery of Oxford Summer Courses' programmes over the weekend. You will be the main point of contact for staff over the weekend, delivering pre-course briefings, answering any questions that they may have and planning arrivals and departures in conjunction other teams.

We're looking for an individual who can lead, motivate and inspire. Someone who can deliver operational and logistical excellence. You'll be able to communicate effectively at all levels, be flexible and able to react to an ever-changing environment.

You could be:

- Acting as the Head Office authority and main point of contact over the weekend to on course staff, delivery team and suppliers.
- Organising teams to ensure the smooth opening and efficient closure of sites.
- Overseeing the programme handover from Account Managers to Course Directors.
- Liaising with the admissions and airport team to ensure the smooth arrival and departure of students.
- Ensuring that students on bespoke programmes four week programmes and cared for an safely transferred to their second site of study.

Practical details

Pay: Competitive (FT, Pro Rata).

Start : June - August 2019. March start also available to the right candidate.

Full time, weekend work to be expected (Wednesday- Sunday role). Accommodation not included.

Locations: Oxford and Cambridge with travel to sites.



About You

- A good leader and motivator who can inspire others.
- Fanatical about delivering exceptional service.
- Highly organised and excellent attention to detail.
- Ready to roll your sleeves up and lead by example.
- Ideally, experience of leading a team.
- Excellent communication skills (email, phone and face to face).
- Highly motivated, energetic, positive- your work will be varied and you will be busy.
- Friendly & approachable manner.

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.