



Summer Camps and Short-Term Course Manager

IQ Schools Group

IQ Schools Group provides education services to schools, colleges and universities worldwide. They enable UK education institutions to recruit internationally, attract investment and develop global brands. Recently the company acquired two schools in the UK: Adcote School in Shrewsbury in 2016 and Myddelton College in Denbigh in 2015. Both of these schools are highly aspirational and looking to improve their academic prospects.

IQ Schools Group has recently entered into a joint venture to run revision courses and other, more innovative programmes in their schools during the school holidays, which will be advertised to external students. The courses provide intensive, small-group tuition to boost confidence, optimise revision time and improve exam grades. Tuition is delivered by experienced teachers, chief examiners and Oxbridge graduates. In the future, this product line may be increased to critical thinking, university preparation and research programmes.

In addition, to utilise our facilities during the holidays IQ will also be looking to host short term summer programs for both international and domestic students at both of its sites. This will involve co-ordinating and overseeing large groups of students both residential and non-residential who are there to undertake various activities that range from sports, camping, city adventures and educational excursions.

We are looking for an individual who is excited to join a small team working on a big goal. The role involves direct management and co-ordination of both sets of programs working closely with the leadership team to successfully deliver on the organisations longer term objectives.

Role & Responsibilities:

- Strategic and practical input into the creation of high-quality short-term programmes, including the management of tutors, timetabling, camp co-ordinators and activity planning.
- Ensuring that each of the courses hosted are resourced adequately, this includes but not limited to facilitating the staffing, catering, accommodation, transportation and safe guarding requirements for each programme.
- Responsibility of the administration for all operational areas during the planning and preparation phase of all projects.
- Build & manage relationships with diverse stakeholders. Navigate complex discussions with empathy and confidence.
- Liaise with a wide array of education agents from all over the world to set up new partnerships to advertise the programme and schools. Occasional travel may be required to target destinations such as UK, US, Germany, China, Poland, Russia, Mexico, Thailand.
- Create a compelling social media campaign and an effective digital marketing strategy through Google ads, Facebook ads and other mediums.
- Pitch programmes to interested parents and students; close sales over the phone and in person.

Skills & Experience:

- Outstanding communication skills. Ability to communicate concisely and persuasively in multiple format, including email, written documents, digital presentations, and verbal conversations.
- Highly analytical with strong problem-solving skills. Comfortable analysing qualitative customer insights and adjusting partnership plans and product feedback accordingly.
- Exceptional project management & organizational skills with strong attention to detail.
- Experience of working within the educational sector/environment.

Employment Package:

- Highly Competitive Salary
- 25 Days Holiday + Bank Holidays
- Hours – 9.00 – 17.30 Monday to Friday
- The opportunity to work on high-impact content that improves students' lives and to pioneer more innovative programmes that could potentially shape the future of education.
- A high-calibre team that trusts you and gives you ownership over the role.
- Flexibility. We are happy to discuss how the role can be moulded to suit the right individual's ambitions. There are opportunities to combine the role with a teaching role in Adcote or Myddelton College schools, or more entrepreneurial pursuits.
- Place of Work can be flexible across the three sites depending on Current Location.

Please can all CV's and Covering Letter's be submitted to finance@iqschoolsgroup.com