

# Programme Executive

Closing date: 7<sup>th</sup> April 2023



The Programme Management team at ESCP Business School is currently looking for a motivated Programme Executive to be based at the London Campus situated in Northwest London. The post holder will be responsible for planning and supervising all aspects of our Bachelors in Management programme and delivery within the programme team, ensuring that programme objectives are achieved within the set timelines and budgets.

## **Knowledge Skills and Experience**

### ***Essential Requirements***

- Minimum of 2-3 years of experience in programme management with knowledge of Student and Academic Services
- Excellent IT skills, demonstrating the ability to use and work via platforms such as Zoom, Teams, Google Hangouts
- Experience interactive with students or in client-facing roles
- Excellent verbal and communication skills, including project management skills and the ability to build effective relationships
- Attention to detail and ability to manage multiple tasks simultaneously

### **Desirable Requirements**

- Additional languages such as French and Spanish are welcome but not required.

## **Main Duties and Responsibilities**

- Maintaining student records and status information and ensuring student requests are handled promptly
- Planning and coordinating with stakeholders to ensure the successful delivery of academic material and processes
- Ensuring compliance with relevant policies and procedures, and regulations
- Preparing and presenting reports and projects and providing recommendations for areas of improvement and opportunities for further development
- Supporting the Academic Director for all academic boards
- Organisation for students, such as workshops, events and communication when needed
- Any other duties and responsibilities related to programme management

## **What can ESCP offer you?**

- 30 days annual leave with the addition of Bank Holidays
- Company pension scheme with exceptional employer contributions
- Permanent Health Scheme
- Death in Service Insurance
- Private Healthcare after a successful probation period
- Enhanced Paid Maternity & Paternity with a length of service
- Enhanced Sick Pay with a length of service
- Hybrid Working is available, upon negotiation with the manager
- On-site Cafe with Staff discount
- Exclusive discounts with surrounding local businesses

## **Application details**

Applicants should submit a cover letter and CV to our Human Resources Department at [ukrecruitment@escp.eu](mailto:ukrecruitment@escp.eu) by 7<sup>th</sup> April 2023.

For more information about the School please visit our website on [www.escp.eu](http://www.escp.eu)