

Programme Executive



Closing date: 22nd November 2022

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 interacting 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 CV to our Human Resources Department at ukrecruitment@escp.eu by 17th November 2023.

Please note the HR Department start screening CVs and interviewing candidates from the start of the recruitment campaign. A successful candidate could progress to the offer before the advertised closing date. We encourage you to apply as soon as possible.

ESCP Business School is committed to offering equal employment opportunities regardless of age, sexual orientation, gender, nationality, ethnic origin, disability or parental status. We base all our employment decisions on merit, job requirements, and business needs.

ESCP Business School was founded in 1819. The School has chosen to teach responsible leadership, open to the world and based on European multiculturalism. Six campuses in Berlin, London, Madrid, Paris, Turin and Warsaw are the stepping stones that allow students to experience this European approach to management. In 2023, ESCP has been ranked 3rd in the FT European Business Schools rankings.

Several generations of entrepreneurs and managers were trained in the firm belief that the business world may feed society in a positive way. Each year, ESCP welcomes 9000+ students and 5000 managers from 130 different nationalities. We offer a full range of full-time degree programmes from our generalist BSc in Management, Master in Management (FT-ranked 5th worldwide), and MBA in International Management (FT-ranked 27th worldwide) to a portfolio of over 20 specialist Master-level programmes, including our MSc in Finance (FT-ranked 1st worldwide), and to PhD. We also deliver executive education programmes including the Executive MBA (FT-ranked 5th worldwide), specialist Master-level executive degree programmes, and Executive PhD. All of the programmes include a multi-campus experience.

ESCP contribute to the learning and development of executives and managers at some of the world's leading companies through the development and provision of customised courses.

For more information about the School please visit our website on www.escp.eu