



Date: October 2024

Position: Head of Program Operations

Location: Based primarily in either Cork or Dublin, Ireland with travel to other locations, mainly Dublin/Cork and Waterford and occasionally Valencia, Spain. Flexibility to work from home on occasion.

About Us:

We are a dynamic small to medium-sized business operating in the international education sector, committed to delivering exceptional value to our clients. We are seeking a seasoned Financial Director to join our team and support our growth strategy through expert financial management.

Role Overview:

As the Head of Program Operations at The Learning Abroad Co., you will play a pivotal role in ensuring the successful delivery of our diverse portfolio across three key program categories:

Career-Integrated Learning Programs (European Market)

Junior Language & Culture Programs (Global Market)

Short-Term Academic & Career-Integrated Study Abroad Programs (US Market)

This position requires a strategic thinker with exceptional leadership skills to oversee resources, staffing, budgets, and the overall development and delivery of our programs.

Key Responsibilities:

1. Program Management

- Develop and implement strategies for the effective execution of Career-Integrated Learning Programs, Junior Language & Culture Programs and Short-Term Academic Study Abroad Programs
 - Ensure that all programs submitted by the sales team are delivered in accordance with established objectives, timelines and quality standards
 - Monitor program performance and implement improvements as needed to enhance the participant experience
 - Work with the team in creating and delivering key aspects of each program including but not limited to academic curriculum, internship placements, seminars, workshops, cultural activities, accommodation, transport and other logistics. Oversee all of the key program elements to ensure smooth coordination and delivery of programs
 - Handling escalated issues as they arise to ensure a positive experience for our students and team members
- 2. Resource Allocation & Staffing**
- Allocate resources efficiently to support program operations including staff, facilities and collaborators
 - Oversee the recruitment, training and management of program staff ensuring adequate support for program participants and partners
 - Ensure continued performance feedback and learning opportunities for team members
- 3. Budget Management**
- Develop and manage program budgets in collaboration with the finance team, ensuring that expenditure remains within approved limits
 - Monitor financial performance and identify opportunities for cost optimisation without compromising program quality
- 4. Program Development**
- Collaborate with the leadership and development team to identify new opportunities for program growth and expansion
 - Lead the development of new program offerings including market research, feasibility analysis and implementation planning
- 5. Other**
- Active networking within the community to develop opportunities to enhance our program offering
 - Attend trade fairs, conferences and events from time to time to represent the company
 - Create content which can be used for social media and other marketing materials

The Candidate

- Bachelor's Degree in Education, Business Administration, International Relations or a related field (Master's degree is an advantage)
- Proven experience in program management within the international education field
- Excellent leadership and communication skills, with the ability to inspire and motivate teams to achieve program objectives

- Proven track record of successfully managing a team of 5+ people
- Strong financial acumen and experience managing program budgets
- Demonstrated ability to think strategically and drive continuous improvement initiatives
- Proficiency in project management operations
- Flexibility to travel occasionally for program oversight and partner engagement

What we offer:

- Competitive salary commensurate with experience.
- Flexible working arrangements, including remote work days.
- A collaborative and inclusive work environment.
- Opportunities for professional development and growth.

If you are an experience operations leader looking to take on a new challenge, we want to hear from you! This is an exciting opportunity to make a meaningful impact on the lives of program participants and contribute to the growth and success of our organization.

Please apply with CV & Cover Letter by Monday 28th Oct at 5pm GMT.

Please submit your CV and a cover letter outlining your relevant experience and why you would be a great fit for this role to julia@thelearningabroadco.com .

Application Deadline: 28-10-2024

Start Date: Immediate availability preferred.

The Learning Abroad Co. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.