

“Programme Coordinator” short job description

The Programme Coordinator is responsible for sales, management and administration of our Erasmus+ teacher training courses and for curriculum and business development.

Key responsibilities:

- Admission and sales management
- Course scheduling and administration
- Teaching and learning management
- Booking accommodation and activities
- Managing or directly executing tutoring and customer service
- Managing finances
- Ensuring general business office maintenance
- Creating, selecting, managing and developing relationships with partners and providers
- Curriculum management and development
- Developing new locations and new programme types
- Planning, reporting and improvement

Skills and experience:

- Fluent in English and Italian – both at least C1. Other languages are an asset.
- Strong telesales and consultative selling skills
- Excellent organisational, problem-solving and time-management skills
- Great decision-making skills
- Strong interpersonal, communication and customer service skills
- Basic computer skills
- Experience in project management, sales, customer service or events, preferably in the education and training sector
- Experience in trainer recruitment, commercial partnership creation and development, curriculum development