

VACANCY: Programme Manager – Padova

Are you ready to lead in a dynamic education startup?

Who we are

At Teachersrise, we organise Erasmus+ teacher training courses and international education projects for schools across Europe. Our programmes are typically one-week courses with activities and accommodation.

The opportunity

We are seeking a **Programme Manager** to join our small and growing team in Padova. This role combines management, sales, and operations, requiring strong organisational and commercial skills, with a hands-on approach. You will sell course packages, organise logistics, accommodation, and activities, and manage trainers, training providers, and tutors before participants arrive at your assigned locations. You will also handle the administration of our programmes, overseeing contracts, financial records, and provider agreements, ensuring smooth operations through digital processes, and handling last-minute changes and intercultural communication challenges. Our CRM and process indicators will help you maintain structure and efficiency in a highly administrative and procedural environment. This office-based role involves extensive computer work and remote communication, with in-person interaction limited to key moments during the programme. This is your chance to make a meaningful impact in a unique and international environment!

Key responsibilities:

- **Sales:**
 - **Deal-making:** Sell course packages and additional services. Upsell tailored solutions.
 - **Sales admin:** Manage contracts and handle sales administration.
- **Accommodation, training venues and activities:**
 - **Logistics:** Organise logistics including booking trainers, training venues, accommodation, and socio-cultural activities for participants.
 - **Providers:** Identify and evaluate potential new providers for accommodation, training venues, and activities, and manage their performance.
- **Courses**
 - **Team management and support:** Coordinate trainers. Manage tutoring, primarily handled directly or delegated during peaks.
 - **Trainers and training providers:** Recruit trainers, establish partnerships with training providers, and manage their performance.
 - **Training management:** Plan, organise, and oversee our internal training business model from needs analysis to evaluation.
 - **Course development:** Design new courses, plan calendars, and create and publish presentation materials.
- **Business development**
 - **Process optimisation:** Improve workflows and manage resources to enhance performance.
 - **New services:** Design, develop and launch new services and initiatives.
 - **Delegation:** Expand areas of responsibility by delegating tasks to new team members as the business grows.

Who we are looking for

- Fluent in **English and Italian** (C1 or higher).
- **Leadership and management skills** with strong commercial focus.
- **Drive for new challenges** in operations or strategic growth.
- **Strong communication skills** to present value and build relationships.
- **Customer-focused** with **strong influencing skills** in guiding clients to the right solutions.
- **Excellent problem-solving and organisational skills**, with the ability to manage teams and processes.
- **Strong time management** to prioritise tasks and meet deadlines in a high-demand environment.
- **Based in Padova or nearby.**

What we offer

- A unique opportunity to make a meaningful impact in a microbusiness with international reach.
- Travel opportunities to oversee your courses across Europe.
- Structured workflows, easy-to-use digital tools, and custom dashboards to support your work.
- Full onboarding programme to empower you to take ownership and lead our processes.
- Training and development budget for your professional growth.
- Networking and learning at conferences, fairs and webinars.
- Office with refreshment corner and fun activities!

Contract:

- Full-time (38 hours/week).
- Flexible hours with compensatory time off (“banca ore”) for extra time.
- Bonus scheme effective from the start of your contract.
- Comprehensive supplemental health coverage.
- Clear rules for business travel and weekend work.
- CCNL Scuole Laiche Livello 8A “Direttore unità semplice”.

Based in Padova with frequent travel opportunities

The role is based in our office in Padova, with frequent travel opportunities within the EU and to external training venues in Italy and abroad. As a very small team, some of us are frequently travelling or supervising training programmes. At this developmental stage of our microbusiness, in-person collaboration in Padova is essential, so remote or hybrid arrangements are not available for this position.

EU work and travel status

This role requires the ability to travel freely within the EU at all times (e.g. through EU citizenship or a work/residence permit that does not require renewal or impose travel restrictions within the EU during renewal periods).

Start Date: May 2025.



Our values

At Teachersrise, we foster a culture based on **open communication, careful support, practical solutions,** and **excellence**. Our dynamic environment is supported by digital collaboration tools and structured processes that ensure efficiency and alignment. As a **Programme Manager**, you will contribute to this culture by leading with a focus on driving results and a commercial mindset.

If you are someone who excels in a structured, yet flexible environment, and loves working with diverse people to create meaningful impact, you will be at home here.

Join us!

Take the next step in your career and shape the future of education and training in Europe. Apply now!