

# Senior Programme Manager

**Salary: £45-£50,000**

**ESCP Business School** is seeking a dynamic and motivated **Senior Programme Manager** to be based at the London Campus situated in Northwest London.

Are you a leader and manager willing to direct programme delivery? Can you help develop and implement School regulations, policies and procedures for quality assurance and enhancement?

Are you committed to delivering exceptional results that help drive the MSc/MBA programme teams, then we want to hear from you!

As a Senior Programme Manager, you will plan, supervise and take part in all aspects of programme delivery.

## **Main Duties and Responsibilities**

- Lead and empower program team members to achieve departmental goals.
- Offer training, support, and guidance on technical aspects relevant to the programmes
- Ensure programme(s) are planned and operationalised within existing structures and resources.
- Support the relevant Academic Directors and faculty in executing academic functions and program scheduling, including organizing schedules, line-ups, student meetings, and conducting statistical analysis for course reports.
- Collaborate with the quality team and Academic Directors to implement and achieve rigorous program quality procedures and outcomes.
- Coordinate with the Paris campus MSc/MBA Management team, attending meetings in Paris as needed.

## **Essential Requirements**

- Support equality of opportunity and equity of treatment to colleagues and students
- Help maintain a safe working environment
- Respect the confidentiality of data stored electronically and by other means in line with GDPR
- Undertake such other duties within the scope of the post as may be requested by the immediate line manager;
- Undertake additional duties as may be reasonably required, commensurate with the level of responsibility.

## **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 successful probation period
- Hybrid Working is available, upon negotiation with the manager.
- Exclusive discounts with surrounding local businesses

### **Application details**

Please be advised that the HR Department commences screening CVs and conducting interviews at the onset of the recruitment campaign. A promising candidate may advance to the offer stage prior to the advertised closing date. We encourage you to submit your application at your earliest convenience.

Please note only successful candidates will be contacted.

ESCP Business School is dedicated to providing equal employment opportunities without regard to age, sexual orientation, gender, nationality, ethnic origin, disability, or parental status. Our employment decisions are rooted in merit, job requirements, and business needs.