

Education Operations Manager



Hours: Full time position, 37.5h/week

**Location: Based at Findhorn, Forres,
Scotland or Remote**

Salary: £21,500 per annum

The Findhorn Foundation is currently seeking to recruit an Education Operations Manager. This is a key role within the Education department. The post-holder will hold the overview of all workshops, courses and events and has overall responsibility for ensuring effective communication during the execution of all programmes and events. High level relationship building skills are required.

KEY RESPONSIBILITIES:

- Hold and administer the overview of the yearly course and event schedule
- Liaise and build relationships with course and event presenters
- Manage the course and events database
- Collaborate with relevant colleagues regarding pricing
- Contribute to developing future direction of the event schedule
- Hold a general awareness for the smooth running of courses and events

REQUIREMENTS/SKILLS:

- Excellent working knowledge of Google Workspace
- Excellent organisational skills
- Excellent verbal and written communication skills
- Understanding of data protection, safeguarding policies and UK visa regulations, as well as other Foundation policies
- Negotiating skills

Salary: The salary is £21,500 per year.

To apply: Please send your CV and cover letter of no more than 2 pages indicating how you fit the requirements, to hr@findhorn.org.