



WELLINGTON COLLEGE
CHINA
惠灵顿中国

POSITION: Senior Project Manager

ABOUT US

Wellington College China represents the marriage of traditional values and progressive education. Our Wellington values of Courage, Kindness, Responsibility, Respect and Integrity are as pertinent today as they were more than 150 years ago when Wellington College was founded.

Our vision is to inspire pupils to become intellectual, independent, individual and inclusive: our Wellington identity. This will be based on a model of holistic education and pastoral provision that establishes the values and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and beyond life at the College by creating a caring, learning community that develops well-rounded individuals with strong values and the skills and identity to thrive in an ever-changing world.

Wellington College China currently comprises colleges located in Tianjin, Shanghai and Hangzhou. Together they serve approximately 3000 pupils. The colleges are:

Wellington College International Tianjin

Wellington College International Shanghai

Wellington College International Hangzhou

Huili School Shanghai

Huili School Hangzhou

Huili Nursery Shanghai

Huili Nursery Hangzhou

Wellington College China is committed to making professional learning and personal development central to its ethos and approach. Wellington College China fully recognises its responsibilities for safeguarding children. Our safeguarding policy applies to all staff, governors and volunteers working in the school.



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Basic Information

JOB TITLE	Senior Project Manager	DEPARTMENT	CO & IOL
SUPERVISOR	Senior Director of Academics		

OBJECTIVES

Ensure the smooth running and best impact of the Huili Institute of Learning (the training, research and development arm of WCC)

KEY RESPONSIBILITIES:

1. Lead the IoL non-academic team and nurture and build capacity for growth;
2. Communicate the needs of IoL and coordinate timelines/workloads with the Central Office team;
3. Find out the training needs of WCC schools, matching needs to offer from IoL, communicating effectively and ensuring diaries concur;
4. Liaise with external school designated representatives and bureau officials to communicate our programmes and potential support, coordinating the two;
5. Represent WCC to liaise with universities, interview potential teacher trainees (in China and the UK);
6. Work with and between the CO Marketing team and the IoL team to ensure high quality collateral, proof reading English articles, liaise with external publishers;
7. Support IoL conferences – collateral, promotions, liaison with various parties, etc. to ensure smooth running;
8. Under the direction of Senior Director of Academics, create policy documents and ensure all IoL documentation is stored correctly and efficiently on Sharepoint;
9. Be responsible for relationship management with local education systems;
10. Support budget and account management.



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JOB QUALIFICATIONS

BASIC QUALIFICATION	Education	Bachelor's degree or above
	Major	Related to education/ Business/ Public Relations
	Language	Essential: Fluent in English (written and spoken) Desired: Chinese (written and spoken)
EXPERIENCE	Working Experience	At least 5 years working experience in a similar or related field
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Strong interpersonal skills, ability to communicate and manage well at all levels of the organization • Enjoy meeting people and possess the passion to serve • High level motivation and patience with a keen sense of personal organisation, initiative and responsibility 	
PREFERRED APTITUDES	<p>Perform multiple tasks with the potential to upgrade skills to meet the needs of evolving roles and responsibilities</p> <p>Strong passion for the education industry and a desire to learn</p> <p>Strong track record of solving complex problems, strategic thinking and delivering significant impact</p> <p>Personal Integrity, accountability and credibility</p> <p>Strong mind-set for continuous improvement to meet or exceed expectations</p> <p>Imbue the Wellington values: Integrity, Courage, Responsibility, Respect and Kindness</p> <p>And be aligned with the Wellington Identities: Inspired, Intellectual, Independent, Individual and Inclusive</p>	