



## Venture Education Project Coordinator

Venture Education empowers UK education in China. Headquartered in Beijing, Venture is an independent consultancy with a diverse team of innovative educators, researchers, business specialists and project leaders. We have a considerable network of individuals and organisations in both China and the UK. Our goal is to improve global education through sharing best practice, partnering between leading organisations and developing creative new approaches. Our approach is bespoke: we are extremely passionate about every project and geared towards either sustainable quality by-the-book or wild invention for maximum impact. Our clients include different departments of national governments, NGOs & charities and businesses of all sizes. While we work across all aspects of education, from early years to EdTech, we have particular focuses in employability, entrepreneurship & professional development, girls' and women's education and student transition (including school to school, school to university, university to employment and country to country).

Previous and current projects range very widely: from research reports on education opportunities in Hainan, to delivering employability workshops for a UK university TNE partnership in Shaanxi; from assisting a UK independent school with market entry, to promoting emerging leadership skills in teenage girls in Beijing with a professional mentoring programme. Venture Education frequently features in international media outlets and was a finalist for two awards in the UN-backed 2019 China Social Impact Awards.

### Project Coordinator

We need someone that will:

- Undertake research for new and on-going projects
- Plan and manage project schedules and action plans
- Organise meetings and take minutes
- Document and follow up on important actions and decisions from meetings
- Participate in project design and propose improvements if necessary
- Evaluate potential problems and develop solutions
- Work with managers and team members to keep work on track



- Manage project-related paperwork by ensuring all necessary materials are up-to-date and stored & filed properly
- Create marketing materials, directions, and social media and branding content
- Adhere to budget by monitoring expenses and implementing cost-saving measures
- Create and maintain comprehensive project documentation, plans and reports
- Have time control of all projects
- Be involved in all new developments within the wider organisation

**The ideal candidate will have:**

- Native English-Speaking Ability
- Experience and good understanding of education industry in both China and UK
- Strong organisational and multi-tasking skills
- Excellent analytical skills
- A strong ability to work methodically and meet deadlines; detail oriented
- Intercultural sensitivity
- Exceptional communication and writing skills
- Can do attitude

**Your background:**

- Degree in Management, Marketing, or related field (at least to undergraduate-level)
- Experience in the Education Sector will also be a plus

**We offer:**

- A positive, energetic and enterprising work environment
- The opportunity to build your work experience around your own personal and professional development goals



- Interaction with friendly and professional colleagues from all over the world
- A huge variety of interesting projects with diverse partners

**Job details:**

- 12000RMB+ (depending on experience and qualifications)
- Medical Insurance provided
- Monday – Friday; 9AM to 6PM
- Located in Chaoyang, Beijing; Opposite the French School

If you are interested in applying, please email your CV setting out your motivations and suitability to [recruitment@ventureeducation.org](mailto:recruitment@ventureeducation.org)