Camp Coordinator – Pippa's Guardians

Location: Malvern, Worcestershire (Office and Home based)
Organisation: Pippa's Guardians

About Pippa's Guardians

Pippa's Guardians is seeking an enthusiastic, highly organised and creative Camp Coordinator to join our team at our head office in Malvern.

This is an exciting opportunity for someone with a background in education who has experience designing, developing and delivering engaging academic study programmes for international students within the UK independent boarding school sector.

The successful candidate will take responsibility for the planning, development and organisation of a range of academic programmes and activities delivered at leading UK boarding schools throughout the year.

The Role

Working closely with the Camp Director, you will be responsible for designing, coordinating and overseeing academic study programmes and activities within leading UK Boarding schools.

Programmes currently include Half Term, Easter and Summer in 2027:

February: Academic programme at St Edward's School, Oxford.

March: Academic programme at Rugby School, Rugby.

May: Further academic programme at St Edward's School, Oxford.

July: Summer School at Old Buckenham Hall, Suffolk.

Responsibilities will include:

- Designing and developing engaging academic study programmes for international students.
- Creating course content, lesson plans and structured learning activities.
- Identifying suitable academic subjects, projects and enrichment opportunities.
- Recruiting, liaising with and coordinating teachers and tutors.
- Working with boarding schools to organise facilities, timetables and programme requirements.
- Overseeing the delivery of programmes and ensuring high academic standards.
- Coordinating the practical arrangements in the lead-up to each programme.
- Reviewing programmes and identifying opportunities for improvement.

The Ideal Candidate

We are looking for someone who has:

- Previous experience designing and developing academic study programmes.
- Experience delivering or overseeing educational programmes, ideally for international students.
- A good understanding of the UK independent and boarding school sector.
- Experience working with teachers, tutors and educational professionals.
- Excellent organisational and project management skills.
- The ability to manage several programmes and deadlines simultaneously.
- Creativity, initiative and a genuine enthusiasm for education.
- Excellent communication and interpersonal skills.

Experience within the UK independent school or international education sector would be particularly advantageous.

The Opportunity

This is a varied and rewarding role for someone who enjoys combining educational creativity with practical organisation. You will have the opportunity to develop and shape exciting academic programmes, working alongside some of the UK's leading boarding schools.

To apply: Please submit your CV to louise@pippasguardians.co.uk