



FUTURE LEARNING LANGUAGE SCHOOL

LIMITED



#JOB-2467353



FUTURE LEARNING, Abbey House, Jervis

Street, Dublin 1, D01 KV56



No of positions : 1



Paid Position



39 hours per week



€36605.00 Euro Annually



04/09/2026



02/10/2026

How to apply

Application Method :

Not available



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online



Dublin Mini-stay Coordinator

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Future Learning Language School, trading Future Learning Language School LTD as is seeking a Mini Stay Coordinator to coordinate the delivery and day-to-day operation of short-term English language programmes for international student groups at Abbey House, Jervis St, Dublin 1, D01 KV56

This is a full-time, permanent position, with working hours of 39 hours per week and a salary of €36,605 per annum.

The successful candidate will be responsible for coordinating the educational and operational requirements of mini-stay student programmes, working closely with teaching staff, group leaders and relevant internal departments to ensure that classes, educational activities, schedules and student programme arrangements are delivered efficiently and consistently

The successful candidate will be responsible for:

Coordinating the day-to-day delivery of mini-stay English language programmes so that classes, activities and schedules are delivered effectively.

Supervising a seasonal team of 5-10 teachers, activity leaders and programme staff, including assistance with the allocation of teaching duties, classroom and resource allocation, performance oversight and staff cover arrangements.

Holding overall responsibility for programme staffing decisions and for ensuring delivery meets TrustEd accreditation standards and internal quality requirements.

Acting as a principal point of contact for group leaders regarding programme schedules, educational arrangements and programme changes.

Reviewing bookings and group information prior to arrival and coordinating with relevant departments to ensure all requirements are complete.

Organising pre-arrival and first-day arrangements for student groups, including programme briefings, reception arrangements and staff assignments.

Applying the company's safeguarding and child protection policy in the daily delivery of programmes

for students under 18, ensuring that supervision ratios, activity risk assessments and student welfare procedures are consistently maintained.

Acting as a first point of contact for welfare and safeguarding concerns raised by students, group leaders or staff, recording and escalating them to the Designated Liaison Person in line with company procedure.

Monitoring the daily delivery of classes and activities, identifying operational issues and exercising judgement on appropriate corrective action.

Managing programme feedback and complaints, arranging follow-up actions and communicating outcomes to group leaders and internal teams.

Maintaining programme schedules, student information and operational records, and reporting to management on delivery, feedback and areas requiring improvement.

Supporting the continuous improvement of programme delivery, systems and procedures.

- **Sector:** education

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 7 (incl Diploma & Ordinary Bachelor Degree)

(Desirable)

- **Ability Skills:** Administration, Analytical, Computer Literacy, Customer Service
- **Competency Skills:** Collaboration, Decision Making, Problem Solving, Time Management
- **Specialising In:** work with international groups; communication skills; interpersonal skills