

INTERNATIONAL PARTNERSHIPS MANAGER (maternity cover) REQ171228

Fixed term for 12 months or the earlier return of the post holder

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade: Management & Specialist Grade 7

Job Role

Developing and maintaining effective international partnerships is a vital activity to sustain recruitment and promote the University to prospective students, sponsors and international organisations. This is particularly important at Loughborough University as we develop our international profile and activity across our two UK campuses: Loughborough and London (Queen Elizabeth Olympic Park).

Based in Loughborough, the post-holder will develop and maintain external relationships with agencies which include the British Council, scholarship-awarding bodies, UK-based Cultural Attaches, UK-based Student Units, overseas schools, colleges and universities, UK schools, and other relevant partners.

The post-holder will engage fully with staff in Academic Schools to support the development of international (primarily, teaching) partnerships. The focus will be articulation / progression arrangements for students coming to study at a Loughborough campus (but will not include validation or franchise partnerships for the delivery of Loughborough University qualifications overseas)

The post requires substantial, recent international student recruitment experience within a UK university including experience of international travel, experience of undertaking market research and analysis, and the proven ability to be pro-active, to prioritise tasks and to work independently in a complex and rapidly developing area.

Job Purpose

This is a new post within the International Office which aims to increase, in a sustainable way, the diversity of international students (domicile and subject) at Loughborough University, across two campuses.

Job Duties

A. Strategic and Managerial Responsibilities

- Develop and implement the University's international partnership strategy and support related recruitment activities.
- Identify and develop new strategic partnerships which significantly enhance Loughborough University's international student recruitment capacity.
- Utilise your proven client account management skills to develop the strongest possible relationships, based on trust and reliability, with external and internal partners.

- Review effectiveness of current international teaching partnerships and, where appropriate, work with internal and external contacts to build on current capacity.
- Develop institutional guidelines to consider the viability and advantages of proposed international teaching partnerships to the University. Work closely with Programme Quality & Teaching Partnerships Office to ensure academic quality and marketing demand are both considered when examining proposed partnerships.
- Support and guide Academic Schools in the process of gaining University-level approval for new international teaching partnerships
- Maintain a full and updated list of all international teaching partnerships which result in a Loughborough University award. Monitor application data, student intake and further benefits of all University international teaching partnerships.
- Coordinate or assist with arrangements for visiting delegations from key international teaching partners to the University.
- Ensure internal and external websites are maintained with updated partner information.
- Work with the Director, International Office to pro-actively identify new market opportunities.
- Take lead responsibility for the strategic and operational management of specific areas of the International Office with substantial delegated authority from the Director. (These areas will be agreed with the successful candidate depending on their previous skills and experience but might include: budget management, staff management and development, management information, market research and evaluation of marketing initiatives, management of scholarship and bursary schemes, liaison with other support services etc.)
- To act as direct Line Manager for identified members of the International Office team.

B. International Office Duties

- Take responsibility for implementing the international partnership element of the University's International Student Recruitment strategy.
- Undertake international recruitment and promotional missions within nominated countries and undertake follow-up work arising from these missions.
- Relationship building with partners and country-specific funding bodies.
- Represent the University at inward visits by agents, embassies, educational institutions and other relevant bodies.
- Develop materials required to promote the University's international recruitment activities with international teaching partners.
- Collect and disseminate marketing information and associated data capture and management.
- Liaise with external bodies such as the British Council and UKCISA and internal support services and groups including the Alumni Office and the International Students Association.
- Keep well informed about the University in all relevant aspects of its work to ensure optimum promotional effectiveness.
- Maintain an accurate, updated knowledge of immigration and Home Office regulations and other matters pertaining to international student welfare for the benefit of the International Office's publications and the quality of the (non-specialist) advice that it provides to prospective students and sponsors.

C. Other

- Undertake ad hoc project work or other occasional duties as required by the Director, International Office commensurate with the level of the post.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Director of International Office

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage	
Experience	Broad, varied and deep international and/or marketing experience	1,3	
	Substantial recent international student recruitment experience within an educational institution including experience of international travel	1,3	
	Experience of undertaking market research and analysis	1,2,3	
	Experience of creating and making presentations to a very high standard	1,2,3	
Skills and abilities	Proven ability to be pro-active, to prioritise tasks and work independently in a complex and rapidly developing area	1,3	
	Creativity, flexibility and energy	1,3	
	Proven ability to work effectively in a diverse team in both leadership and team member roles	1,2,3	
	Experience of project management including ability to undertake project work within tight deadlines	1,3	
	Excellent communication and inter-personal skills, including ability to negotiate with people from different cultures	1,2,3	
	A high standard of cultural sensitivity, including tact, diplomacy and excellent negotiating skills	1,2,3	
	Capacity to develop strong management skills and to think analytically and strategically	1,3	
	The ability to learn independently and master and apply new areas of knowledge quickly	1,3	
	High level of numeracy	1	
	Excellent attention to detail	1,2,3	
	Effective practical information technology skills including word-processing, databases, PowerPoint, spreadsheets and information retrieval and analysis	1,2,3	
	Training	A willingness to undertake further training if and when needed	3
	Qualifications	Strong educational background including at least a second class honours degree or equivalent	1
Other	A willingness to undertake substantial overseas travel (approx. 6 weeks per year)	3	
	A willingness to undertake out-of-hours and weekend working when required	3	
	Commitment to observe the University's Equal Opportunities policy	3	
	Empathy with the aims and objectives of the University	1,3	

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of managing staff	1,3
	Experience of deputising for senior colleagues	1,3
	Experience of managing budgets	1,3
	Experience of developing strategies for developing new markets	1,2,3
	Experience of contributing to institutional level recruitment and marketing strategies	1,3
Skills and abilities	Specialist knowledge of particular international markets	1,3
	Experience of developing promotional materials	1,2,3
	Experience of working with large networked databases	1,3
Qualifications	A postgraduate qualification	1
	A marketing qualification and/or substantial training / experience in this area	1,3
Training	Some training in marketing or promotion	1,3

Conditions of Service

The position is part time (0.81 FTE) or full time and fixed term for 12 months maternity cover or the earlier return of the post holder. Salary will be on Management and Specialist Grade 7, £39,992 to £47,722 pro rata per annum, plus pay award effective from August. Starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to Charlie Carter, Director of International Office by email at C.Carter@lboro.ac.uk or by telephone on +44 (0)1509 222201