

JOB DESCRIPTION

POST TITLE: International Projects Officer (Partnerships and Canada), Global Wales
RESPONSIBLE TO: Head of Partnerships, Global Wales
SALARY RANGE: £35,800 - £41,043 (Pro-rata)
HOURS: 0.8 FTE: 28 hours per week (4 days)
Permanent
LOCATION: Cardiff (hybrid working available)

THE TEAM: This role sits within our Global Wales team. Global Wales III is an international education programme led by Universities Wales. It is funded by Welsh Government through Taith.

Global Wales aims to boost Wales' profile as a study destination and partner of choice through presenting a joined-up view of its tertiary education system across four priority markets: Europe, North America, India and Vietnam. In doing so the project contributes to the overall objectives of i) growing student numbers; ii) increasing international partnerships; iii) growing education exports; and iv) boosting Wales' profile in key overseas markets.

JOB SUMMARY: The [Global Wales](#) team are looking to appoint an International Projects Officer to help manage and deliver its market development activities. The post holder will have responsibility in several areas, but their two priorities will be:

- (i) Supporting the Global Wales team to develop and deliver international partnerships in its priority counties listed above, and
- (ii) Coordinating market development and engagement activities in/with Canada.

The post sits within the Global Wales team at Universities Wales and will report to the Head of Partnerships. It is a new role, with an immediate start available.

Alongside providing project and administrative support to the Head of Partnerships, the post holder will develop and nurture relationships with stakeholders from Canada.

The post is offered as a permanent, part-time position, and consideration will be given to applications for flexible working patterns. Universities Wales has offices in Cardiff and operates a hybrid (office/home) working model.

Main responsibilities

Working with the Head of Partnerships, your main responsibilities will include:

1. Identifying opportunities work with Canadian partners through the Global Wales programme and ensuring that the interests and circumstances of the higher and further education sectors are identified and understood in the design and delivery of projects and activities.
2. Supporting the design and implementation and management of funding calls for international partnerships.

3. Managing specific international projects in support of the Global Wales team - e.g. leading on the delivery of visits, delegation programmes and events.
4. Developing and nurturing partnerships with Global Wales' stakeholders and representing Global Wales at appropriate domestic and international events.
5. Organising and/or supporting the organisation of high-level international delegations and preparing senior colleagues to host incoming delegations. This may include support to Welsh Government colleagues managing VIP visits and other high-level activities.
6. Supporting Global Wales project governance, including planning and attending meetings, the coordination and issue of committee papers, monitoring reporting deadlines.
7. Being responsible for drafting appropriate copy and managing updates and briefings for partners, guest colleagues and key stakeholders.
8. Project and administrative work undertaken with priority markets, with a particular focus on those projects involving working with Canadian partners.
9. International travel to attend at in-person events and to carry out market/stakeholder development in Canada - not expected to exceed three weeks per year.
10. Any other duties that may be required from time to time by other delivery partners in relation to the programme.

This job description will be reviewed and amended in the light of changing professional demands. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.

For further information, please contact:

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PERSON SPECIFICATION

POST: International Project Officer (Partnerships and Canada), Global Wales

GRADE: Technical

DIRECTORATE: Universities Wales

Essential/ Desirable	QUALIFICATIONS AND TRAINING	ASSESSED
	A. WORK BACKGROUND AND EXPERIENCE	
	A1. Specialist	
<i>Essential</i>	A-levels or equivalent qualifications or experience.	<i>Application Form</i>
<i>Desirable</i>	Experience in working in an organisation or institution within or related to international education.	<i>Application Form</i>
	B. SKILLS AND APTITUDES REQUIRED	
	B1: Planning and organisation	
<i>Essential</i>	Excellent IT skills, specifically competence with Microsoft Office (Outlook, Word, Excel, PowerPoint)	<i>Application Form/ Interview</i>
<i>Essential</i>	Ability to manage and track a diverse workflow effectively, rational prioritise tasks and ensure on-time completion of key mission-critical tasks.	<i>Application Form/ Interview</i>
<i>Essential</i>	Strong attention to detail.	<i>Application Form/ Interview</i>
	B2: Communication	
<i>Essential</i>	Clear written and oral communications skills, including excellent presentation skills.	<i>Application Form/ Interview</i>
<i>Essential</i>	Ability to present complex ideas and information simply, identifying key issues for information/discussion.	<i>Application Form/ Interview</i>
	B3: Interpersonal and Team working Skills.	
<i>Essential</i>	Ability to work effectively in a small team using tact and influencing skills.	<i>Application Form/ Interview</i>
<i>Essential</i>	Proven ability as a credible communicator to a range of audiences.	<i>Application Form/ Interview</i>
	B4: Language	
<i>Desirable</i>	Welsh language skills	<i>Application Form/ Interview</i>
	C. SPECIALIST KNOWLEDGE REQUIRED	
	C1 Sector Awareness	
<i>Essential</i>	An understanding of Welsh and UK further and higher education sectors	<i>Application Form/ Interview</i>
<i>Desirable</i>	An understanding of internationalisation of HE and FE	<i>Application Form/ Interview</i>