

International Groups Coordinator

Team: International

Reports to: Head of International

Location: Brighton Metropolitan Campus

Job Purpose

- An opportunity has arisen for an efficient International Groups Coordinator to join the International team, within the Commercial Department.
- The role involves co-ordinating project management, including, budgeting, organisation and completion/ evaluation of projects delivered through curriculum centres for the International department.
- A significant part of the role is managing the international work placement programme. This involves sourcing and monitoring work placements for international students in a number of work fields. The ability to build relationships, be adaptable and deal with pressure are essential to its success.
- You will be required to liaise with a variety of the College's external stakeholders who are local, national and international businesses, organisations and individuals and other outside agencies.
- A high-level of administrative and organisational management skills with an excellent level of computer literacy and a strong focus on customer service is also required.
- The ability to meet short deadlines and handle a variety of tasks and associated project documentation is essential.
- The candidate must be calm under pressure, with skills in prioritising multiple demands, and have the ability to work collaboratively.

Key Responsibilities

- Coordination/organisation of project set up, cross-College, to support the projects/contracts won through the International department.
- Providing the management team with accurate information relating to project / contract progress.
- Generating, maintaining and updating project/contract files and associated paperwork. Including feedback and evaluation reports for clients.
- Maintaining good working links with Curriculum areas, within the wider College and external client organisations.
- Supply information to, and work across the College with areas involved with the contracted project provision and ensure projects/contracts are set up and arrangements made in good time for the start of the course.
- Be the main point of contact for both contracting organisation's students and curriculum and/or support areas involved.
- Responsibility for the sourcing and monitoring suitable work placements for international students.

- Establish and maintain good quality communications with client organisations, agents or other sponsoring organisations before, during and after the projects.
- Ensure all relevant information is supplied to contracting organisations and curriculum and/or support areas involved to enable project/contract to be fulfilled.
- Working alongside International Manager and School of English Manager to set-up and coordinate staffing, as required, for the delivery of projects and international courses.
- Supervise and line manage student social leaders.
- Co-ordinate the administration of project/contract requirements on a day-to-day basis.
- Source/organise/arrange cultural visits and activities as required per project specification requirements.
- Through regular liaison, ensure that any issues connected to the delivery of the projects are identified and actioned in a timely manner.
- Ensure the students' pre-arrival, induction and ongoing welfare needs are met. Including leading on and coordination of weekend and out of hours' arrivals and departures.
- Hold the International emergency phone on a rotational basis.
- Visiting overseas partners where required.
- Monitor project spend against funding/budget allocations to ensure pay and non-pay spend is within agreed budgets
- Ensure College MIS data (where applicable) with regards to contract/project provision is accurate.
- Provide project progress reports to International Manager as required.
- Advise management team of any problems/issues that could affect the delivery of the project/contract.
- Create, maintain and update contract/project files to ensure they contain all relevant information.
- Liaise with International Student Officer for the production of Short Term Study Visa letters or CAS as required.
- Process student enrolments in conjunction with the Admissions and Enrolment team.
- Produce reports for clients as required.
- Arrange for production of certificates for project/course participants
- Hold regular meetings, as required, with Curriculum and/or support areas to discuss contractual and other project issues.
- Be the main point of contact for client organisations for the duration of the projects.
- Promote links between the Curriculum Centres, within the wider College and the International Services Centre.
- Attend seminars, conferences, open days, training and external events as required.
- Represent CCG at induction and promotion events for existing partners, including overseas and overnight visits, as required. This will include presenting to a range of audiences.

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.
- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
 - Human Resources policies and procedures;
 - Equality, diversity and inclusion policies and procedures;
 - The Group's health and safety policies and procedures;
 - Safeguarding and Prevent;
 - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Criteria	Essential/ Desirable	Assessed
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Experience		
Demonstrable experience in IT skills including Microsoft Office, email and internet technologies	Essential	Application Form/ Interview/ Assessment
Experience in building relationships and collaborating with different stakeholders	Essential	
Experience of communicating with a variety of audiences	Essential	
Experience of coordinating budgets	Essential	
Experience of working with external organisations at all levels	Essential	
Excellent administrative experience with high levels of attention to detail	Essential	
Demonstrable experience of commitment to child protection, safeguarding and the promotion of a safe environment for children and young people to learn in	Essential	
Previous experience of line managing staff	Desirable	

Knowledge		
Working knowledge of and an understanding of UKVI visa regulations	Essential	Application Form/ Interview/ Assessment
A thorough understanding of the needs of international learners	Essential	
Knowledge of International education systems	Desirable	
Knowledge of FE sector provision	Desirable	

Qualifications		
Level 2 English and Mathematics (GCSE grades A-C) or equivalent	Essential	Application Form/ Certificates

Skills and Abilities		
Ability to prioritise multiple demands and varying workloads	Essential	Application Form/ Interview/ Assessment
Strong presentation skills	Essential	
Excellent interpersonal and team working skills	Essential	
Demonstrable customer care skills	Essential	
The ability to work on own initiative	Essential	
Proven organisational skills and the ability to meet deadlines	Essential	
High level IT skills including Microsoft Office, email and internet technologies	Essential	
Sound numeracy skills	Essential	

Good interpersonal, communication and organisational skills	Essential	
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Attributes		
Flexibility and adaptability to complete tasks	Essential	Interview
Integrity and discretion when handling confidential information	Essential	
A commercial frame of mind	Essential	
Be able to remain impartial	Essential	
Have a flexible approach to working hours	Essential	

Other Requirements		
Satisfactorily meeting the Group's employment checks - a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks and Clearances

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week: 37

Working weeks per year: 52

Salary range: £24,213 per annum plus market forces supplement of £2,251

Salary progression: Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.

Holiday entitlement: The annual leave year runs from 1 January to 31 December. 24 days per annum. In addition, the days between Christmas and New Year are not deducted from your leave entitlement.

Holiday restrictions: Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Academic staff or staff supporting teaching and learning cannot take leave during term time.

Pension scheme: Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment. Bank staff will be subject to auto-enrolment into the Local Government Pension Scheme ("LGPS"), based on certain qualifying criteria as determined by The Pension's Regulator. However, Bank staff may still elect to opt into the LGPS if they wish.