

JOB DESCRIPTION

Job Title: International Exchange Coordinator		Accountable to: International Partnerships Development Manager
Contract Length: Permanent	Hours per week/FTE: 35 /1.0 FTE	Weeks per year: 52
Salary: £33,653 - £41,329 per annum		Grade: 4
College/Service: International Relations Unit		Location: High Holborn

Purpose of Role:

The post holder will be required to develop and deliver an effective International Mobility Strategy to increase take-up of Erasmus+ funding for study placements and traineeships by UAL staff and students to agreed targets. They will also manage the Erasmus+ contract and coordinate non-Erasmus+ funded student and staff mobility across the Colleges.

The post holder will be the central point of contact for all Erasmus+ and non-Erasmus+ mobility activity. This will include the development, implementation and review of the University procedures and requirements and the provision of advice and guidance on the Erasmus+ programme to the University Colleges and other departments.

Duties and Responsibilities

- To lead on the development and delivery of the International Mobility Strategy to increase take-up of Erasmus+ mobility funding.
- To assist, advise and support the Colleges in the implementation of their targets for international mobility for both staff and students.
- To act as the principal source of expertise on the Erasmus+ mobility programme within the University and to advise on these matters at all levels within the institution.
- To advise and assist Colleges in the implementation of the University Student Exchange procedures.
- To develop and implement procedures and guidance for student exchanges including standardised forms, templates and handbooks as appropriate.
- To chair the Erasmus Steering Group in order to support and facilitate efficient organisation, management and promotion of Erasmus mobility at the University.
- To identify and communicate new opportunities for mobility, including external funding.
- To be responsible for the management and administration of the University Erasmus+ contract and associated funds, in accordance with both the University's financial procedures, and EU and British Council regulations.
- To submit annual bids for Erasmus+ mobility funding; and manage the British Council's reporting requirements.
- To be the initial point of contact for the University's student exchange partner institutions.
- To maintain up to date records of student exchange agreements, and to advise on their establishment and review in line with University procedures.
- To be responsible for the collation of data on all incoming and outgoing students across the University.
- To monitor, in conjunction with the Colleges, the application to completion cycle of student and staff mobility involving the maintenance of records on the University mobility software, and communication with students and staff as appropriate.
- To liaise with the University's Accommodation Services team around housing for incoming exchange students.
- To represent the University at external events related to Erasmus mobility.
- To represent the University's interests on subscription networks and e-forums, disseminating information appropriately throughout the University.
- To be responsible for the operation of the University mobility software and to train staff in the use of this.

- To liaise with College Erasmus+ contacts, International offices, regarding the administration and distribution of Erasmus+ grants.
- To be responsible for the training and development of staff within the Colleges for all aspects of student exchanges,
- To devise and deliver promotional events to encourage participation in the Erasmus exchange programme.
- To organise welcome events for incoming exchange students as well as an annual Staff Week for the University's international partners.
- To maintain the University web page and intranet on student and staff exchange opportunities and contacts.
- To liaise with Colleges over the College specific Erasmus+ information on the intranet pages to ensure accuracy and up to date information.
- To manage the day-to-day work of the Erasmus Finance Administrator and the Assistant International Relations Unit Administrator.
- To effectively carry out feedback evaluations of the Erasmus+ experience and produce reports on this activity.
- To keep up to date with current European legislation, policy documents and good practice, sharing this regularly with the wider team, and the Colleges.
- To undertake other duties commensurate with the grading and purpose of the post as required.
- To perform such duties consistent with your position as may from time to time be assigned to you anywhere within the University.
- To demonstrate a commitment to the University's Equal Opportunities Policy, together with an understanding of how it operates within the responsibilities of the post.

Key Working Relationships:

- College mobility contacts; College Directors of International; Academic staff in relation to student mobility; all staff in relation to staff mobility; Incoming and Outgoing students.
- Erasmus Finance Administrator.
- Assistant IRU Administrator.
- The EU Research and Management Department.
- The Study Abroad team.
- The Accommodation Services team.
- The Immigration Compliance team.
- The post holder will be line-managed by the International Partnerships Development Manager.

Specific Management Responsibilities

Budgets: Institutional Erasmus+ Grant

Staff: Erasmus Finance Administrator and International Exchange Administrator

Other (e.g. accommodation; equipment): N/A

Signed _____ Indre Petrauskaite _____ Date of last review July 2018

Person Specification	
Specialist Knowledge/ Qualifications	<ul style="list-style-type: none"> • Relevant qualification. Degree level or equivalent.(E)
Relevant Experience	<ul style="list-style-type: none"> • Knowledge and experience of the Erasmus+ programme gained from working in a National Agency or another HE institution. (E) • Knowledge and experience of developing and implementing guidance and procedures throughout an institution. (E) • A high degree of cultural awareness gained through working internationally or in a multicultural environment. (D) • Experience of MoveOn or other mobility software tools. (D)
Communication Skills	<ul style="list-style-type: none"> • Ability to communicate clearly and concisely, explaining complicated matters simply, tailoring delivery methods/media to suit the audience's needs and understanding. (E) • Ability to present compelling arguments to influence and negotiate satisfactory outcomes. (E) • Ability to be an effective ambassador for the institution at external events and e forums. (E) • Uses appropriate levels of IT skills to enable best use of available information and communications as necessary for the post. (E) • Ability to build productive and enduring relationships between individuals to strengthen working relationships and foster collaboration. (E) • Ability to adapt services and systems to meet customers' needs and identify ways of improving standards and actively promoting services. (E)
Leadership and Management	<ul style="list-style-type: none"> • Experience of providing induction/training to help new colleagues learn their job, aiding a speedy integration into the team and existing colleagues to improve performance and efficiency. (E) • Proven ability as a line manager assessing and ensuring appropriate resources and support are available to enable the team and individual members to achieve their objectives. (D) • Ability to clarify, plan and prioritise own work and that of the others/team, to achieve objectives to the standards expected, including proactively working with others to achieve personal and team/service area objectives. (D)
Planning and Managing	<ul style="list-style-type: none"> • Experience of managing time and other resources

Resources	<p>effectively, continually reviewing progress to improve efficiency and to ensure that work of self and others is completed in line with team/individual objectives and within budget. (E)</p> <ul style="list-style-type: none"> • Experience of managing budgets. (E)
Teamwork	<ul style="list-style-type: none"> • Works collaboratively in a team and where appropriate across or with different professional groups. (E) • Ability to ensure that all team members understand what is expected of them, delegating work fairly and according to ability, monitoring progress through appraisal/probation and dealing with any difficulties. (E)
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> • Ability to consider wider impact of decisions, assessing possible outcomes and their likelihood, challenging decisions appropriately to ensure consideration and processes are robust. (E) • Ability to analyse problems to identify their cause, considering all possible solutions to identify those which offer wider benefits. (D) • Ability to carry out investigations into complex or sensitive issues, producing reports that identify key issues and findings. (E)

**The application form sets out a number of competence questions related to all of the above selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.
Last updated: July 2018**