

JOB DESCRIPTION
LUCI Admin Centre Manager
Ref:A227



Job Title: Admin Centre Manager	Present Grade: 7p
Department/College: Faculty of Arts & Social Sciences	
Directly responsible to: Director, LUCI	
Supervisory responsibility for: NA	
Other contacts	
<p>Internal: LUCI Board of Advisors; Staff and students in FASS, FST, LUMS; Lancaster China Management Centre; University central services including International Office.</p> <p>External: South China University of Technology; Confucius Institute Headquarters P.R.C.; businesses, schools and community associations in the North West; Lancashire County Council; CBBC; Consulate General of the P.R.C China in Manchester; Chinese Embassy in the UK; British Council; regional and local Chambers of Commerce.</p>	
Introduction	
<p>In collaboration with the Director of the Centre, the LUCI Manager will establish and develop the Confucius Institute and contribute to its strategic direction. This is a senior position and will facilitate the introduction of a major strategic initiative for the University, the establishment of Chinese and China-related studies at Lancaster University.</p> <p>The postholder will be part of the Confucius Institute team, working with the Centre Director, Deputy Director, Visiting Professors, teachers and volunteers. The LUCI Manager will also be responsible for working across three faculties to further the objectives of LUCI, as well as building new external relationships and developing existing ones.</p> <p>The success of the Confucius Institute will be measured by the degree to which it:</p> <ul style="list-style-type: none"> • co-creates with faculties, credit-bearing language and culture degree programmes which are of high quality and attractive to students; • creates programmes for local citizens, students, staff, business people which support interest and business with China and which are subscribed to; • facilitates and contributes to Lancaster University’s China related agendas (teaching, research and outreach) in the areas of management, innovation and sustainable development. 	
Major Duties and Responsibilities:	
<ol style="list-style-type: none"> 1. Working with the three largest faculties (FASS, FST, LUMS) and the LUCI Director to identify opportunities for credit-bearing Chinese language and culture programmes and bring these forward through the appropriate committees and boards. 2. Designing and implementing marketing and promotional programmes for the CI’s activities. 3. Working with the faculty and Hanban language experts to ensure the effective management, delivery and monitoring of high quality CI elements for the credit bearing programmes and achieve high satisfaction levels from all stakeholders. 4. Contributing to the developing CI vision and to the strategic, financial and operational planning activities; 5. Supporting the Director in reports to the Board of Advisors; 6. Liaising with staff in the Faculty office who will provide financial information and management data to support decision-making processes; 7. Overseeing contracts; quality assurance, monitoring and evaluation; communications and marketing; finance; travel and conference organisation; and ICT; 8. Working effectively as part of a team and being able to meet multiple deadlines with a sense of humour; 9. Contributing to external funding bids where appropriate; 	

10. Representing LUCI internally at Lancaster, as well as with partners SCUT and Hanban, and externally;
11. Oversight and coordination of the LUCI support team including determining staffing for programmes, staff development, responsibility for the management and welfare of visiting faculty, volunteers and temporary staff.

Specific duties will include:

(A) Establishing the Confucius Institute:

12. Establishing the Confucius Institute in partnership with SCUT and Confucius Institute Headquarters (Hanban).
13. With the Director and Deputy Director of LUCI, creating a strategy and implementing a five-year plan of activities which shows development year upon year.
14. Creating annual plans using an allocation of resources to meet strategic objectives, whilst working with the Faculty finance office who will establish the annual budget.
15. Working with the FASS finance office which will provide financial and activity reports to Hanban, SCUT and Lancaster University when required.
16. Managing the resources of the Confucius Institute including its staff. The staff of the Confucius Institute include Chinese faculty from SCUT, sessional teachers, volunteer teachers, administrative support. Other resources include the space that the Confucius Institute occupies, books, media equipment etc.
17. Developing a Confucius Institute website.
18. Coordinating other administrative requirements, for example, visa applications, CRB checks, credit-checks for visiting faculty, etc.

(B) Developing Programmes and Activities:

19. Supporting the strategy of the Confucius Institute to develop language and cultural programmes which are geared towards innovation, management and sustainable development.
20. Organising high-profile events on the themes of innovation, management and sustainable development.
21. Working with Directors of Studies to amend undergraduate and postgraduate degree schemes to include Chinese language and cultural programmes and assist in progressing them through committees where required.
22. Liaising with faculties and the Confucius Institute Directors to monitor, enhance, and where appropriate, promote these programmes, as well as to monitor competitive programmes.
23. Working with faculties to identify opportunities for Lancaster students in China
24. In conjunction with visiting Chinese faculty from SCUT, developing, implementing and marketing a programme of Chinese language courses for local people, staff and students (non credit-bearing and credit-bearing) which is sustainable and enhances Lancaster's reputation in the region.
25. In conjunction with visiting Chinese faculty from SCUT, community associations and local volunteers, developing implementing and marketing a cultural programme of activities which is sustainable and enhances Lancaster's reputation in the region.
26. Developing e-learning platforms for delivery of Chinese language and culture courses to audiences across the region. In collaboration with Chinese language teachers, contributing to the development of these programmes including sourcing of relevant teaching materials.

(C) Managing Partnerships:

27. Developing close relationships with SCUT in order to ensure the smooth running of the Confucius Institute and a strong partnership which can form the basis for other China initiatives.
28. Welcoming new faculty from SCUT and assisting them in adapting to life in Lancaster and to work with the Confucius Institute.
29. Developing a good relationship with Hanban.
30. Ensuring the success of events and hosting visitors where required. Events may include high profile research conferences, teaching workshops, etc.
31. Developing and managing relationships with Lancashire County Council, Chambers of Commerce, Chinese and other community associations, schools in the region, business associations and relevant networks to the benefit of all concerned.
32. Contributing to strengthening Lancaster's good relations with the Chinese Consulate in Manchester, the Chinese Embassy, the CBBC, and other Confucius Institutes.
33. Representing the Confucius Institute including making presentations to internal and external audiences to promote its activities and raise the profile of Lancaster University.

34. Liaising with the University's International Office and Faculty International Offices with respect to their China initiatives.

Other activities

35. Undertaking any related tasks requested by the line manager or required in order to enable the success of LUCI.