

**JOB DESCRIPTION**

Global Engagement Coordinator,

Global Engagement, Lancaster University

**Vacancy Ref:** 1257-23

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| **Job Title:** Global Engagement Coordinator | **Present Grade:** 5S |
| **Department/College:** Global Engagement within External Relations | |
| **Directly responsible to:** Project and Administrative Officer | |
| **Supervisory responsibility for: N/A** | |
| **Other contacts**  **Internal:**   * Faculties and Departments. * Professional Services including the Vice-Chancellor's Office, Finance, Student Registry and Student Support teams. * Other sections in External Relations, including; Communications, Recruitment, Admissions and Global Engagement.   **External:**   * Staff at partner institutions (worldwide). * Inbound communications to the Global Engagement team. * Staff at other UK and international HEIs, Embassies and the British Council. | |
| **Job Purpose:**  The role holder will contribute to the achievement of the University’s international strategy by ensuring an efficient and effective engagement with global partners and academic contacts. They will maintain and develop the Global Engagement communications database, facilitating communications campaigns, monitoring engagement levels, and leading on the capture of new academic contacts globally.  By providing administrative support, including being a first contact point for enquiries, the role holder will ensure relationships are well managed and receive timely responses to enquiries. By taking oversight of the partnership agreement process, the role holder will ensure Lancaster’s collaborations are effectively managed in ways aligned with the international strategy.  **Major duties**   1. Work collaboratively with academic and professional services staff to provide an effective and efficient service to ensure the smooth operational management of Global Engagement and that activities, processes and procedures are professionally and proactively managed. 2. Develop and maintain effective working relationships with colleagues at Lancaster’s campus, international collaborators, partner organizations and external stakeholders.   Internal and External Communications   1. Contribute to the development and lead the maintenance of Global Engagement internal/external communications by providing systems and processes that ensure effective engagement of contacts. 2. Plan and schedule communications to external stakeholders within the parameters of the Data Protection Act 2018, monitoring the engagement of these and providing summary impact reporting.   Partnership Oversight and Insights   1. Produce/provide and analyse data and information as requested - preparing any reports, management information or other documents as required to inform targeting of engagement opportunities. 2. Coordinate the partnership agreement process, working with internal and external stakeholders, to implement, renew, or manage exit for the portfolio of agreements.   Events and Travel   1. Co-ordination of Global Engagement events and projects, supporting the planning, managing and organising of UK and overseas activities including away days, conferences, seminars and meetings as required. 2. Provide support for incoming VIP visitors to the university, including planning schedules, booking travel, accommodation, and hospitality. 3. Make administrative and logistic arrangements for overseas trips, including travel and hotel bookings and the dispatch of promotional materials.   Financial Administration   1. Carry out financial administration tasks and budget reporting to support effective use of resource. 2. Raise procurement requests as required and administer any other relevant financial documentation as needed ensuring accuracy of information; liaising with the University’s finance team as necessary.   **Other duties**  Undertake any other duties appropriate to the grade of the post as required by the Project and Administrative Officer, and the Associate Director for Global Engagement. | |