JOB DESCRIPTION
Global Engagement Manager
Vacancy Ref: A2438

<table>
<thead>
<tr>
<th>Job Title: Global Engagement Manager</th>
<th>Present Grade: 7</th>
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<tr>
<td>Department/College: Recruitment, Admissions and International Development</td>
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<td>Directly responsible to: Head of Global Engagement</td>
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<td>Supervisory responsibility for: Student staff as required.</td>
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Other contacts

Internal:
- Director of Recruitment, Admissions and International Development (RAID) and the Director’s reports
- Global Experiences, Partnership and Recruitment Teams
- Faculty and departmental academic and administrative staff
- Other sections in Professional Services e.g. Communications and Marketing, Registry, Finance, Accommodation, International Student Advisory Service, Alumni and Development Office, etc.

External:
- International Teaching Partner staff, academic and administrative
- Funding bodies and NGO’s
- Embassies and Ministries of Education
- Contacts at other UK Higher Education Institutions and the British Council

Job Purpose:

- To further the institution’s global engagement through the creation and furtherment of internal and external networks that support the formation of strategic alliances and are underpinned by insight.
- To further engagement with and between Lancaster’s International Strategic Partners in ways that build global engagement, reputation and support recruitment.
- Deliver initiatives that motivate students, staff and stakeholders to connect internationally. This includes leading We Are Lancaster (or successor initiatives) internationally.
- Supporting the furtherment of Lancaster’s International Summer School Programmes by leading focused student recruitment activity.

The role holder will contribute to the achievement of the University’s strategy of reinforcing global engagement in ways that raise overseas profile and reaffirm our established credentials as an open and welcoming community.

Major Duties:

1. Lead engagement activities between Lancaster University and its international strategic partners in ways that build international profile and strengthen community participation.

   - To formulate and deliver initiatives that further engagement with Strategic Partners, including furthering opportunities to increase the profile and associated impact of these relationships. This will include gathering detailed market information and insight.

   - Work with colleagues across the University, to investigate and further opportunities for international reputation building and engagement, including:
     i. analysing opportunities for alignment of strategic partnerships with Lancaster’s academic research, teaching and engagement.
ii. Support identification of funding opportunities that enable engagement (e.g. NGO grants, ERASMUS+ and research funding).

iii. Identifying and responding to emergent opportunities to further engagement with and between the strategic partnerships.

- Communicate findings to management, academic departments and University committees as appropriate.

2. Enable staff, student and stakeholder engagement and international community building

- In collaboration with the Global Experiences team, to lead the recruitment of students from Lancaster’s Strategic Partners to Lancaster’s Summer Schools.

- To collaborate with Departments, Faculties and Professional Services to support coordination of international engagement activity.

- To support wider institutional efforts to establish and promote student, staff and stakeholder mobility to / from the Bailrigg Campus.

- As required, from time to time, co-ordination of visits to partners to Lancaster.

3. Leadership of related project activity

- Advise on how new engagement initiatives can be aligned with and facilitate the achievement of institutional strategy. Work with academic departments and international strategic partners to achieve this.

- To design, develop and implement discrete engagement initiatives that support the furtherment of relationships with Lancaster’s international strategic partners.

- Effective management of the delegated budgets and achievement of project outcomes.

4. Stakeholder communication and engagement

- To build and maintain networks of contacts and help maintain an associated database of internal/external stakeholders.

- Discover and develop new international strategic partnerships. Work with the Partnerships Team to negotiate and implement new agreements as required.

5. Impact reporting and evaluation

- To contribute to a range of evaluation activity, including impact reports and tracking stakeholder engagement across the range of engagement initiatives.

- To undertake tracking studies in relation to international engagement and recruitment to Summer School Programmes.

- Ensure that the experience of those engaged at strategic partners is of a high standard via a range of evaluative approaches.

6. Other duties
• Any other duties commensurate with the grade of the post as may reasonably be required by the post holder’s Line Manager.

• Organise and undertake overseas travel in support of partnership development. Normally travel for this position will not exceed 8-10 weeks per year.