**Job Description**

**International Partnerships Manager**

**Vacancy Ref:** A2623

<table>
<thead>
<tr>
<th>Job Title: International Partnerships Manager</th>
<th>Present Grade: 7</th>
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<tr>
<td><strong>Department/College:</strong> Recruitment, Admissions and International Development</td>
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<td><strong>Directly responsible to:</strong> Head of Overseas Programmes</td>
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<td><strong>Supervisory responsibility for:</strong> N/A</td>
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**Other contacts**

**Internal:**
- Director of Recruitment, Admissions and International Development (RAID)
- Head of Global Engagement & Partnerships
- Study Abroad Team
- International Student Recruitment Team
- Faculty and departmental academic and administrative staff
- Academic Standards and Quality Unit
- Head of Governance Services
- Other sections within Recruitment, Admissions and International Development
- Other sections in Professional Services e.g. Communications and Marketing, Registry, Finance, Accommodation, International Student Advisory Service, Alumni and Development Office etc.

**External:**
- Overseas partner university
- Stakeholders at partner institutions
- International Teaching Partner staff, academic and administrative
- Funding bodies
- Embassies and Ministries of Education
- Contacts at other UK Higher Education Institutions
- British Council
- Erasmus+ National Agency
- BUILA

**Job Purpose:**

- Working with the Head of Overseas Programmes, the International Partnerships Manager (IPM) will maintain existing international partnerships and help to develop new ones. By so doing they will maintain, renew and develop new agreements which will include: access partnerships, articulation partnerships, study abroad agreements, and the University’s Erasmus + grant agreement.

- Working with academic and other colleagues in divisions across the University (such as Academic Standards and Quality Unit and Governance Services), the IPM will advise departments on international opportunities and facilitate international partnership development, across all types of agreement.
- Contribute to the University’s international strategy by evaluating opportunities and progressing initiatives for partnership development that will enhance the University’s profile overseas and realise strategic objectives.

Major Duties:

1. Partnership agreements maintenance
   - To manage a portfolio of international partnership agreements in designated markets ensuring timely renewals and adherence to terms of agreements.
   - To work with Head of Overseas Programmes and colleagues across the University, to review viability of proposed new agreements and progress as decided. Including: analysing external sources of data to identify and respond to potential new partnership opportunities; communicate findings to academic departments and University committees as appropriate. Provide, in liaison with the relevant Regional Managers, detailed market information in the context of the proposed partnership.

2. International Teaching Partners
   - To undertake research projects in relation to the development of the International Teaching Partners (ITPs).
   - To liaise with Departments, Faculties and Professional Services to give some central coordination for international partners.
   - To establish and promote pathways for our ITP students to study at Bailrigg Campus for students who wish to have a Study Abroad experience or to transfer to Lancaster to complete their degree, including postgraduate opportunities.
   - To design, develop and implement discrete recruitment-related projects to support partnership development.
   - To provide logistical advice to senior management team planning and/or hosting visits to/from International Teaching Partners.
   - Attend appropriate partnership development meetings and committees.

3. Study Abroad Partnerships
   - Have knowledge of the administration of the Study Abroad programme at Lancaster University.
   - Have knowledge of internal policies and operational procedures in relation to the Study Abroad programme.
   - Have knowledge of the approval process in relation to new and renewed bilateral agreements

4. Access and Articulation Partnerships
   - Management of current access and articulation programmes in partner institutions including monitoring and conversion visits
   - Develop new access and articulation partnerships in designated countries, negotiate new agreements between departments/faculties and partner universities and navigate agreements through relevant university committees
• Advise on new programme structures and facilitate curriculum matching between academic departments at Lancaster and overseas partner universities.

• Provide online support to academic staff and students at partner universities

• Organise appropriate programmes/schedules for visiting scholars.

• Management of the Staff Development Fund for incoming visiting scholars

• Work with the Head of Overseas Programmes to maintain and develop programmes with International Study Centre

5. Stakeholder engagement and communication

• To maintain a database of information and contacts, both internal and external, for each partner, and associated projects and visits to and from International Teaching Partners and articulation partners in designated countries.

• To liaise with partner universities as necessary.

• To oversee the organisation and reception of visitors to campus from existing or potential new partners and the co-ordination of visits by members of University staff to new and existing partners.

• To ensure potential new opportunities are assessed, taken forward or rejected as appropriate and any follow up actions are dealt with promptly.

6. Market information, reporting and quality assurance

• To provide knowledge and expertise on current partnerships or new partnership development.

• To carry out research concerning partnerships overseas and report findings as appropriate.

• To contribute to the annual partnerships report.

• To undertake tracking studies in relation to the academic performance of partnership students.

• Work with international partners to ensure that they are aware of and adhere to Lancaster’s quality assurance practices.

• Ensure oversight of the teaching quality and the student experience at the access and articulation partner universities through monitoring of tracking study results and visits.

7. Other duties

• Any other duties commensurate with the grade of the post as may reasonably be required by the post holder’s Line Manager (Head of Overseas Programmes) and the Head of Global Engagement & Partnerships.

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