# JOB DESCRIPTION AND PERSON SPECIFICATION

1. **JOB INFORMATION**

Post Title: **Partner and Progression Manager**

Career Family: **Manager**

# JOB DESCRIPTION

* 1. **Purpose**

Based in an International Hub, the post holder will be responsible for supporting and driving the University’s student progression and recruitment targets by:

1. taking responsibility for the management, operation and development of CUs progression partnerships and
2. taking responsibility for the planning and implementation of student recruitment activities in conjunction with our strategic collaborative partners and strategic progression partners in region.

Working closely with the Regional Manager, Academic Partnerships, the post holder will be expected to identify and source potential progression opportunities including the review and development of leads provided by staff across the University. The post holder will need to demonstrate excellent relationship management skills both externally regarding progression partners but also internally with respect to being able to work across boundaries within the University and with all University Faculties and Schools. The post holder will establish themselves as the key contact point within the University for all matters concerning the development, management and quality assurance of progression agreements in the region. The successful candidate will have specific responsibility for ensuring that detailed arrangements to support the development of new and existing progression partnerships are delivered effectively and efficiently and to appropriate quality assurance standards.

The post holder will be also responsible for the development, delivery and evaluation of business development plans for a designated set of TNE partners with an objective of driving joint working, building strong relationships and increasing student recruitment numbers. They will be responsible for the implementation and delivery of the planned engagement and recruitment activities and be the University’s go-to-person for recruitment support at partners. Including attending fairs, open days, delivering presentations (in person and virtually) and providing advice on Coventry University and programmes offered within Partner Institutions

# Main Duties and Responsibilities

1. Responsible for sourcing, implementing and maintaining all University progression partners within the region. This involves driving the development of new (including setting up of contracts and mapping of progression routes) and building upon existing student progression partnership relationships with universities and other educational institutions.
2. To build and maintain a network of key contacts and decision makers across Coventry University and externally across key partnerships, organisations and other stakeholders.
3. To develop an advanced understanding of the regulatory precepts (local and UK) relating to the management of progression agreements and to develop policies for the implementation of effective working practices across Coventry University Group in liaison with The Collaboration Support Team and CURA
4. Responsible for overseeing and developing the admissions process for progression students via CURA to ensure offer letters and Confirmation for Acceptance of Studies are issued in a timely manner ensuring University admissions processes are adhered to, including Accreditation of Prior Learning and Accreditation of Prior Experiential Learning. Day to day administration by Progression Officers.
5. Lead responsibility for ensuring that enrolment and induction activities for partner students are in place and delivered to a high standard. Providing support and working collaboratively with the Progression Officers in the delivery of these activities.
6. Take lead responsibility for the review of Progression Agreements, liaising with Legal services, faculties and external partners in developing, implementing and reviewing contractual agreements on an annual basis. Responsible for ensuring that terminating agreements/partnerships are closed down appropriately in terms of marketing and recruitment.
7. Actively monitor and drive the recruitment performance of partner institutions in line with agreed recruitment targets. Provide regular reporting to Line Manager and APU Directorate on performance against targets and key activity. Produce an annual evaluation report on the performance of all progression contracts and present to the relevant committees and key stakeholders across the University.
8. Working closely with the Regional Manager, Academic Partnerships and Senior Partnership manager to ensure partners are provided with joint marketing materials and activities to support the growth of the partnership. Responsible for ensuring these are approved with the partners and actively used. Take lead responsibility for driving recruitment to Coventry courses at TNE partners within the region, and to drive progression from TNE partner institutions through recruitment activities.
9. Based in one of the International Hubs, you will also be required to undertake planned international travel as and when necessary, in support of the work of the APU and achievement of its progression and recruitment targets. This may be up to 12 weeks per year.

**AND** such other duties as are within the scope and spirit of the job purpose, the title of the post and its grading.

# Supervision Received

Senior Partnership Manager (Line Manager)

Regional Manager, Academic Partnerships (matrix management)

APU Directorate (as required)

# Supervision Given

Recruitment & Admissions Officer (Applicable to China hub only)

# ,5 Key Stakeholders

Senior University staff including Deans and Associate Deans (International) Regional Manager, Academic Partnerships

CST

Finance Office Legal

# ,6 Contacts

Leaders of partner universities Government Bodies

International Government Officials British Council Officials

UKTI

# PERSON SPECIFICATION

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| ***Education / Qualifications*** | Undergraduate Degree (2:2 or higher) or professional qualification,  and/or extensive relationship management experience | Postgraduate qualification, |
| ***Experience (Paid and Unpaid)*** | Ability to write concise  management reports  Experience of working within an international educational environment/student recruitment  Experience of business development within a target driven environment.  Experience of using of Microsoft Office (Word, Excel, PowerPoint), and the internet  and social media | Knowledge of Quality Assurance processes within UK HE  Experience of working effectively within diverse cultural environments  Experienced in curriculum design and development  Knowledge of both UK and international HE environments, including TNE |
| ***Job-related skills / Aptitudes*** | Ability to work independently and demonstrate initiative  Commercially focussed and capable of delivering results in a cost-effective manner.  Strong project management and stakeholder management skills  Ability to work to tight deadlines  Appropriate international and cultural awareness skills and sensitivity | Experience of communicating with non-UK nationals and non-native English speakers |
| ***Interpersonal Skills*** | Excellent communication and stakeholder management skills  Ability to prioritise work in order to meet deadlines  Excellent team player | Strong management and team leadership qualities |
| ***Other Requirements*** | High degree of commitment and self-motivation.  A willingness to undertake planned travel abroad where required. Up to 12 weeks per year. |  |