

 **JOB DESCRIPTION**

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| **Job Title** | Head of Global Experiences (Study Abroad) |
| **Service** | UEL Global Campus |
| **Grade and Salary Range** | H |
| **Location**  | Docklands Campus – Hybrid Working |
| **Reporting to** | Director, UEL Global Campus |
| **Responsible for** | All Abroad Programmes and partnership |
| **Liaison with** | Schools academic staff involved in collaborative activities, Director(s) of Careers and Enterprise, Deans of Schools, Quality Assurance and Enhancement staff, Student and Academic Services, Finance, collaborative partners, and other appropriate external stakeholders. |
| **Contract type** | Full time - Permanent |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**ABOUT THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines cutting-edge education with a passion for creating positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our transformational 10-year Vision 2028 strategic plan, spearheaded by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for creating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your unique skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome talented individuals who are committed to advancing their careers while making a positive impact on the world

**ABOUT THE UEL GLOBAL CAMPUS**

A central feature of the careers first approach established in Vision 2028, the UEL Global Campus leads the University of East London’s (UEL) global education and partnership initiatives, focusing on international collaboration, study abroad opportunities, and global engagement. The Global Campus connects students, faculty, and academic programmes with institutions and partners worldwide, enhancing global learning experiences and fostering cultural exchange.

Its core objectives are to provide UEL students with international experiences, cross-cultural opportunities, and global career development, aligning with UEL's strategic vision to be a key player in global higher education. This includes managing the Turing Scheme and building relationships with international partners. The Global Campus is overseen by a dedicated office that manages the strategic direction of UEL’s global initiatives, ensuring students' participation in international programmes as UEL continues to expand its global footprint through partnerships and collaborative research.

**JOB PURPOSE:**

The **Head of Global Experiences (Study Abroad)** is a key leadership role responsible for managing and overseeing UEL's Study Abroad and student exchange programmes. This role supports UEL’s commitment to internationalising the curriculum, ensuring that every student has access to global learning experiences. The post-holder will lead on initiatives like the Turing Scheme, manage relationships with relevant stakeholders (e.g., Department for Education), and develop processes that ensure efficient implementation of international programmes. Working closely with UEL’s academic and professional services teams, the role will ensure alignment with the university’s broader goals, including employability, retention, and recruitment.

The Head of Global Experiences (Study Abroad) will collaborate with UEL academic partners, manage strategic global relationships, and lead on processes that foster international collaboration and academic excellence. The role also involves the continuous development and improvement of systems to streamline operations and ensure an outstanding student experience.

**KEY DUTIES AND RESPONSIBILITIES**

**Strategic Leadership:**

* Develop and implement a comprehensive strategy for the Study Abroad programme, aligning with UEL's internationalisation goals, including globalising the curriculum and enhancing employability outcomes.
* Oversee and expand UEL’s Turing Scheme initiatives, including bidding, reporting, and managing relationships with the Department for Education (or their successor).
* Establish and nurture relationships with international partner institutions to create new opportunities for student mobility, promoting cultural exchange and academic excellence.
* Monitor global trends in international education, ensuring that UEL’s Study Abroad programme incorporates best practices and innovations.
* Ensure that Study Abroad initiatives align with UEL's strategic goals for student recruitment, retention, and employability.

**Programme Management**

* Lead the development and management of processes to ensure the efficient and high-quality implementation of Study Abroad services.
* Oversee the selection, advising, and support of outbound UEL students and ensure smooth inbound processes for international students.
* Collaborate with the Academic Partnerships Office (APO) to ensure successful partnerships and integration of study abroad experiences with UEL academic programmes.
* Manage student exchange agreements and ensure academic credit transfers meet UEL's academic standards.

**Student Support and Welfare**

* + Ensure robust pre-departure briefings, on-site orientation, and re-entry programs for students to maximize their global learning experience.
	+ Manage risk assessments and ensure health, safety, and well-being of students participating in study abroad programs.
	+ Collaborate with student services and academic departments to provide pastoral care and additional support as needed.

**Marketing and Recruitment**

* + Develop and implement effective marketing strategies to promote study abroad programs and increase student participation.
	+ Work closely with the marketing and communications teams to raise awareness of UEL’s international mobility opportunities both internally and externally.
	+ Organise and attend international education fairs, events, and conferences to promote UEL's programmes and strengthen partnerships.

**Budget and Resource Management**

* + Develop and manage the Study Abroad budget, ensuring efficient allocation of resources to maximise programme effectiveness.
	+ Seek and secure external funding or scholarships to support the expansion of the Study Abroad programmes and student participation.
	+ Provide regular reports to senior management on programme performance, budget utilisation, and student outcomes.

**Collaboration and Stakeholder Engagement**

* Foster relationships with academic departments, the Academic Partnerships Office (APO), and external stakeholders to enhance international collaboration.
* Represent UEL at national and international forums, committees, and networks focused on student mobility and global partnerships.
* Collaborate with academic leaders to ensure study abroad programmes align with UEL’s curriculum and strategic internationalisation goals.

 **Compliance and Risk Management**

* Ensure all study abroad programmes comply with UEL’s policies and legal requirements, including health and safety regulations.
* Oversee visa and immigration processes for students going abroad and incoming students.
* Develop and update policies to ensure a consistent and safe experience for all students involved in international exchanges.

**PERSON’S SPECIFICATION**

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| **Essential**  | **Assessment** |
| * Bachelor’s degree in a relevant field (e.g., International Relations, Education, Business, or related disciplines)
 | **A, C** |
| * Master’s degree in a relevant field and or equivalent experience
 | **A, C** |
| * Demonstrable experience in managing study abroad or international exchange programmes within a higher education institution
 | **A** |
| * Proven leadership experience with the ability to develop and implement strategies that drive growth and enhance programme quality
 | **A, I** |
| * Strong understanding of global higher education systems, student mobility trends, and international partnerships
 | **A, I** |
| * Excellent communication, negotiation, and relationship-building skills, with a track record of working effectively with global partners and diverse stakeholders
 | **A, I** |
| * Experience in budget management and resource allocation
 | **I** |
| * Strong project management and organisational skills with the ability to manage multiple projects and deadlines simultaneously.
 | **A, I** |
| * Commitment to deliver and promote equality, diversity and inclusivity in the day-to-day work of the role
 | **I** |

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| **Desirable** |  |
| * Previous experience living, studying, or working abroad
 | **A, I** |
| * Knowledge of visa regulations, immigration compliance, and student welfare related to international mobility
 | **I** |
| * Experience in developing marketing campaigns or promotional materials for higher education programmes
 | **A, I** |
| **Criteria Tested by Key:** A= Application Form I= Interview C= Certification |  |

**KEY COMPETENCIES**

* Strong leadership and people management skills.
* Excellent cross-cultural communication and interpersonal skills.
* Strategic thinking and problem-solving ability.
* A passion for international education and commitment to student success.
* Ability to work collaboratively and build consensus among a wide range of stakeholders.
* High level of professionalism, integrity, and a global mindset.

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!