

THE TRAFFORD COLLEGE GROUP

JOB DESCRIPTION

JOB TITLE:	International Director
REPORTS TO:	Principal/CEO
RESPONSIBLE FOR:	No direct reports
AREA:	ELT
GRADE/SALARY:	Competitive salary and bonus incentive scheme
CONTRACT TYPE:	Manager Contract
LOCATION:	Flexible – with international travel

Our Vision

'Unlocking potential, fostering success'

Through its innovative approach to learning and exceptional engagement with business, Trafford College prepares learners for success in work and life.

Our Values

Bold – Be bold in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential.

Ambitious – Be ambitious for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do.

Respect – Appreciate your own strengths whilst demonstrating respect for others, treating people with thoughtfulness, dignity and an open mind.

Collaborate and Teamwork – Share ideas, encourage each other to succeed and work together in a supportive environment to achieve our goals.

Professional – Be honest, reliable and polite to create a positive image of the College while demonstrating the highest standards of work.

JOB PURPOSE:

To develop the Trafford College Group offer and strategy to include internationalising the Group's operation to enable current students to benefit from working and collaborating with students from diverse cultures and economies.

In line with the Group's international strategy, to work with the leadership team to develop new programmes for the international market.

KEY ACCOUNTABILITIES:

- Lead the planning and deliver the Group's annual cycle of international activity, including recruitment, consultancy and sponsor programmes.

KEY AREAS OF RESPONSIBILITY:

1. Use market intelligence to drive activity, identifying potential markets and programmes to meet the needs of international students, governments and employers.
2. Work closely with the Director of Finance to ensure that all international activity generates the agreed financial contribution for the College as outlined in the strategy and financial plan.
3. Lead the development of recruitment activity in identified key overseas markets.
4. Ensure that the College's international offer is quality assured and is delivered to the expected high standards and that all provision is judged 'good' through the College's internal self-assessment report.
5. Develop good relationships with the leadership team and Heads of Studies to ensure that all international programmes are delivered successfully against agreed service level agreements.
6. Work with College teams to ensure that the highest level of care and support is provided to all international students, their families and agents.
7. Ensure that all agents deliver against the College's agreed levels of service and lead update training for all agents to ensure they are aware of the College's expectations and international offer.
8. Lead the relationships with stakeholders and partners, developing strong productive networks with key influencers and supporters including but not limited to the British Council, Department of International Trade, Home Office and other Embassies and sponsor bodies in the UK and overseas.
9. Develop, in conjunction with the Group's Marketing Director, promotional materials, web content, presentations and other associated marketing assets, including for social media, for the College's international offer.
10. Ensure that all College and student documentation is well prepared and submitted to the appropriate authorities within allocated timelines to ensure the successful delivery of the College's international activities.
11. Ensure that all documentation is prepared for timely submission to provide clear audit trails to satisfy the College's financial regulations and internal and external auditors.
12. Ensure that the planning of programmes is thorough and detailed and if required, carry out pre-planning and preparation visits to ensure the successful delivery of programmes.

Leadership & Management

1. Promote the Group values through your personal leadership style and behaviours.
2. Lead transformational change throughout the Group in order to deliver high quality learner outcomes
3. Successfully motivate and coach staff to achieve, improve and develop to their full potential, in order to improve learner and organisational outcomes.
4. Carry out high quality appraisals ensuring appropriate objectives are set, training needs are identified, effective feedback is given and underperformance is addressed.
5. Successfully recruit, induct and carry out probation processes so that new staff feel welcomed into the Group.
6. To ensure that effective communication takes place across the curriculum area, good practice is shared, problems are raised and solutions identified.
7. Successfully lead and coach your managers to ensure that the departments are well led, managed and successful at delivering agreed outcomes.
8. To be involved in the employee disciplinary process as required.
9. To act as a duty manager and participate in a duty rota.
10. Any other duties that your line manager may instruct you to carry out in line with the role

Physical/Financial/Resources

1. To deliver leadership on the human and financial resources of the International team to ensure the achievement of maximum efficiency, effectiveness and economy in line with the Group's financial regulations.
2. To provide long-term comprehensive and integrated physical resource planning for the Group, and departments, to create the basis for exploiting the full potential of the Group's physical resources.
3. To be an authorised budget holder and be responsible for the deployment of resources, drafting and monitoring of budgets in accordance with financial procedures.
4. To work with the Vice Principals and Directors to contribute to financial planning in the context of staff utilisation and resources.
5. To advise on the formulation of, and be responsible for, the Department's annual budget and capital investments, to ensure that all operations and development activities, including major capital projects, are provided or delivered at optimum cost efficiency.
6. To prepare, balance and manage the budgets within the Department and properly administer the funds allocated in accordance with the Group's Financial Regulations.

Equality and Diversity:

1. It is the responsibility of the post holder to promote equality and diversity throughout the Group.
2. The post holder will undertake their duties in full accordance with the Group's policies and procedures relating to equal opportunity and diversity.

Health and Safety:

1. To promote health, safety and welfare throughout the Trafford College Group
2. To undertake their duties and responsibilities in full accordance with Trafford College Group's Health and Safety Policy and Procedures.

Safeguarding Children and Vulnerable Adults:

1. It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the Group.
2. The post holder will undertake their duties in full accordance with the Group's policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g. dealing with learner issues i.e. safeguarding and referring on to specialist staff.
3. This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
4. If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

Review

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. Consequently, the Corporation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Person Specification – International Director

Attributes	Essential	Desirable
Values and Behaviours		
Be bold in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential	X	

Be ambitious for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do.	X	
Appreciate your own strengths whilst demonstrating respect for others, treating people with thoughtfulness, dignity and an open mind.	X	
Collaborate , share ideas, encourage each other to succeed and work together in a supportive environment to achieve our goals.	X	
Professional , be honest, reliable and polite to create a positive image of the College while demonstrating the highest standards of work.	X	
Qualifications		
Possession of a professional/vocational/academic qualification at L5/6 or equivalent demonstrable work experience		X
Evidence of recent CPD and demonstrable management experience	X	
Recognised management qualification		X
A professional or post-graduate qualification in an area relating to the area of responsibility		X
Recognised full teaching or training qualification		X
Experience, Knowledge and Skills		
Experience of establishing and delivering an international presence, particularly within the FE sector	X	
Experience of training international team members	X	
Experience of planning and securing high quality accommodation for international students	X	
An excellent understanding of issues and challenges surrounding education and training	X	
Ability to work flexibly, often outside normal working hours. Willingness to travel nationally and internationally on Group business	X	
Previous experience of budget management and getting cost effective solutions from tight budgets	X	
Experience of creating and maintaining training relationships with employers	X	

A proven track record of innovative approaches to building commercial and financially successful international relationships	X	
Be a supportive and inspirational leader generating creativity and empowering people to find innovative solutions	X	
Be able to work without supervision, to use initiative and to prioritise workloads for self and others	X	
Possess good organisation and planning skills and be able to meet deadlines	X	
Be able to find effective solutions to complex communication challenges	X	
Create a positive and motivated team dynamic in a busy and sometimes pressurised working environment	X	
Have a highly responsive, flexible and adaptable attitude reflecting the changing priorities in a busy environment	X	
Be committed to equal opportunities, customer care and quality improvement	X	
The ability to translate strategic aims into effective operational plans that's drive high quality outcomes for learners	X	
The ability to set and achieve demanding performance targets and to effectively manage any identified underperformance	X	
Excellent communication and interpersonal skills with an ability to be clear, to engage people and achieve buy-in.	X	
The ability to motivate, inspire and influence a large and diverse workforce to perform at their best by example and persuasion	X	
Ability to lead major change and development as demonstrated by performance in previous positions	X	
Self-confidence and the ability to challenge performance tenaciously and positively influence operational performance	X	
An understanding of current and future trends and developments in post 16 education and training	X	
Demonstrates an ability to achieve and focus on outcomes despite constraints or obstacles	X	
Is committed listening to others and striving for continuous improvement	X	
A demonstrable commitment to safeguarding and promoting the welfare of children	X	