

Job advert

Recruitment Manager

Context

INTO is an organisation working in partnership with leading British Universities and investing in the development of world-class international student centres. It specialises in preparing students for undergraduate and postgraduate study in the UK. INTO Centres deliver guaranteed progression to leading British undergraduate and postgraduate courses. Each Centre is managed by a joint venture management board on which INTO and the partner university are equal shareholders

INTO University of Stirling are currently seeking to recruit an experienced Recruitment Manager to who will work closely with the Assistant Director, Recruitment to develop and implement strategies to recruit international students in line with Centre strategy. The successful candidate will be responsible for working with the Global Recruitment Unit to monitor and drive student recruitment performance according to defined targets. They will also provide the business with insight into performance through thorough analysis. The role offers an opportunity to gain hands-on experience a wide variety of markets, a range of projects and networking with colleagues around the globe.

The ideal candidate will have In-depth knowledge and experience of international student recruitment strategies and be highly motivated, committed with exceptional communication skills. They should be willing to travel overseas to support recruitment events and promotional activities.

The ideal candidate will have:

Essential:

- Eligibility to work and travel freely to and from UK.
- Under-graduate degree or equivalent.

Desirable:

- Recent experience of working with international students from diverse countries in a student services or other specialist advisory capacity.
- Experience of working with international students on pre-university courses.
- Relevant experience of working in the UK HE/FE sector.
- An ability to speak another language, preferably Mandarin
- Experience within marketing

Salary

Band D - 27,838.00 - 37,665.00 GBP Annual based on experience.

INTO UNIVERSITY OF STIRLING
INTO UNIVERSITY OF STIRLING BUILDING
UNIVERSITY OF STIRLING
STIRLING
FK9 4LA
SCOTLAND
UNITED KINGDOM

T +44 [0]1786 466255
E into@stir.ac.uk
W intostudy.com/stirling

Application Process

Applications in the form of a CV and covering letter, in which you should outline how your skills and experience meet the person specification, and what you can bring to the role, should be submitted by email to mary.donati@stir.ac.uk **no later than 5pm Sunday 20th September 2020.**

Provisional date for interviews – **Tuesday 13th October 2020**

Interviews can be carried out online for candidates unable to travel.

“For further details, a full job description and a copy of our Candidate Privacy Notice see <https://intoglobal.com/jobs>

It is company policy to contact only those candidates who have been successful in being short-listed for interview. Should you not hear from us within one month of the stated closing date, please assume that your application has been unsuccessful.

Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) copies of qualifications will be required;
- reference requests will specifically ask whether there is any reason why candidates should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.