

Job description

Corporate Secretary

November 2021

Company context

INTO's mission:

Through innovative partnerships with leading universities we expand opportunities for higher education, ensuring success and transforming the lives of our students and staff.

INTO University Partnerships is an independent organisation committed to expanding higher education and career opportunities for students across the globe.

We believe in the power of education to transform lives. We believe that movement of students leads to movement of ideas, which in turn creates better and more successful societies.

We connect students seeking quality international education with leading universities worldwide aspiring to widen their global reach and impact. Achieving the best learning experience and career prospects for students is central to our mission.

Since our inception in 2005, INTO has pioneered innovation in international education and created groundbreaking partnerships with 30 universities in the US and UK. We have so far helped more than 130,000 students from 190 countries realise their dream of achieving a degree from a world-class university. We also equip students to get a head start in building a career. We do this by offering exceptional academic and employability skills programmes.

We are active in over 120 countries and provide unrivalled personalised service to international students with more than 1,500 experienced staff worldwide and a global network of 2,000 recruitment partners.

Our websites have details of how we are organised and our outstanding achievements so far:

www.intostudy.com

www.intofuture.com

www.intoglobal.com

www.into-giving.com

Role context

We are looking for an experienced administration manager to work as part of the UK Operational team.

Reporting line

The role reports to the SVP UK Operations and Partnerships

Job purpose

The role will act as an interface between the various Joint Venture (JV) Partnership Management Committees (within the UK Region) and the executive teams within INTO and our partner universities to ensure governance procedures are maintained to a high standard.

The successful applicant will have responsibility for ensuring that;

- The SVP UK Operations and Partnerships is provided with comprehensive PA support.
- All Joint Venture and Centre Management Committee governance policies are adhered to and processes followed precisely throughout the UK/Europe Region.
- Enquiries about the management and governance of the Joint Ventures are received and

- effectively managed.
- Information is managed and communicated appropriately across JV Management Committees, to Centres and more widely in the UK region.

This role demands confidence, flexibility and efficiency to manage a complex set of relationships whilst providing exemplary support to the SVP. Personal initiative, a commitment to accuracy and the ability to cope with competing demands are essential requirements.

Key accountabilities and duties

Role and responsibilities

The role has responsibility for policing governance policy across the INTO UK/ Europe Region, this includes 8 UK Centres each with their own Management Committee meetings.

Roles and responsibilities include:

- Extensive PA support to the SVP UK Operations and Partnerships. This includes diary, expenses and travel management and assistance with coordinating projects.
- Working closely with the UK Operational Management team to deliver the successful operational running of UK Centres. This includes supporting and coordinating operational processes and being specifically responsible for managing and monitoring JV governance processes including:
 - Acting as a key point of contact for UK Centre Management Committees and Joint Venture (Partnership) Management Committee enquiries.
 - Coordinating Centre Management Committee meetings through Centre JV Management Committee Secretaries (attending as necessary), and understanding key issues and actions arising in order to follow up and monitor progress.
 - Ensuring that Management Committee papers, agendas and minutes are compiled to a professional standard and distributed in a timely manner.
 - Organising and maintaining an annual timetable and diary of key meetings.
 - Managing deadlines to maintain quality standards for consistent reporting.
- Develop good working relationships with all Group and UK Senior Management Team members and joint venture staff, as well as partner university staff, prospective new partners and other contacts from the public and private sectors as necessary.
- Support the UK Operational Management team with business operations through the preparation of documentation and provision of information as required:
 - Preparing papers and agendas for meetings.
 - Collating and formatting reports.
 - Taking minutes.
 - Maintaining a filing system – electronic and hard copy. Store key documents on a centralised system, in a structured manner with access to the target audience controlled as appropriate.
 - Setting up meetings including face to face, teleconferences, and video conferences.
 - Taking calls and acting as point of contact for internal and external queries for the Europe Operational Management team.
 - Event management:
 - Organising internal events, such as UK Senior Management meetings and other UK based events.
 - Organising external events and hospitality.

The job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.

Location

The post is based in Brighton. Travel within the UK and abroad may be necessary and flexibility is required to meet the demands of the post, including occasional weekend working. The post holder may be reasonably required to work from any INTO or partner location at any time.

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) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they 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.

This role may meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If so, all applicants who are offered employment will be subject to a Disclosure and Barring Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

Please see the next page for person specification...

Person specification

	Essential	Desirable
Legal Status	<ul style="list-style-type: none"> Eligibility to work in the UK 	
Education/Qualifications	<ul style="list-style-type: none"> A Level or equivalent 	<ul style="list-style-type: none"> Bachelor's Degree or equivalent
Experience/skills	<ul style="list-style-type: none"> Excellent, clear and coherent communication skills – be highly service orientated High level of efficiency Ability to work confidently with internal and external staff with wide ranging levels of seniority as well as senior management and academic staff from our partner universities Advanced Microsoft Office skills Ability to work independently Thorough attention to detail Professional demeanour Problem solving skills Ability to multi task and work in a high pressure, demanding environment 	<ul style="list-style-type: none"> Experience of working in public-private education sector Experience of working with corporate governance and compliance processes Experience of working as an EA supporting a busy Executive Managing confidential board level documentation and minuting senior Board Meetings Events Management experience Advanced Excel skills Advanced PDF writer skills Project Management experience Awareness to foresee problems and improve processes



IUP 2 LLP
ONE GLOUCESTER PLACE
BRIGHTON, EAST SUSSEX
BN1 4AA, UK

T +44 [0]1273 665200
F +44 [0]1273 679422
E corporate@intoglobal.com
W intoglobal.com