

Job advert

Programme Manager (Academic) (Permanent Full Time) **Job Reference: INTOQUB-PM-09-21**

Context

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.

The INTO Queen's University Belfast (INTO QUB) joint venture with Queen's University, Belfast commenced in 2009.

Requirements

The Programme Manager has overall responsibility for the design and implementation of high quality teaching and learning environments for their designated programme (or programmes), as well as longer term strategy. You will be expected to line manage academic staff who have primary teaching duties on that programme(s). The Programme Manager is the Lead Academic for that programme.

Reporting to the Academic Director the successful applicant will have experience of teaching at FE/ HE level and be able to demonstrate effective leadership and people management, management of change and the ability to build effective relationships with all stakeholders.

You must possess a relevant postgraduate qualification and/or teaching qualification, and have strong organisational and people skills. You will become a member of the Senior Academic Team and be expected to contribute to the wider function of the Centre.

Above all, you will have the ability and enthusiasm to inspire and motivate others, and be driven towards the highest standards of Learning and Teaching. If you have these qualities, we look forward to hearing from you.

Full job details and requirements may be found in the accompanying Job Description and Person Specification, together with a copy of our Candidate Privacy Notice at <https://www.intoglobal.com/jobs>

Salary

Appointment will be made on Salary Band E (£37,014 - £50,079 per annum)

Application Process

If you feel you have the necessary skills, experience and enthusiasm for the post, please send your up to date C.V. with a covering letter expressing your interest (including an overview of the knowledge, qualities and abilities you feel you would bring to the post), via email to: into.recruitment@qub.ac.uk.

The closing date for applications is **12 noon on Friday, 22nd October 2021.**

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 meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to an Enhanced AccessNI check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

INTO is an equal opportunities employer. INTO is committed to safeguarding and promoting the welfare of young people, and child protection screening will apply. www.into.uk.com

INTO Giving is the charitable arm of INTO University Partnerships and is committed to increasing access to education and improving the quality of education for disadvantaged young people around the world. INTO employees are encouraged to take an active role in INTO Giving.

To find out more please visit www.into-giving.com.