



Job advert

Recruitment Manager (Europe & UK)

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.

Across the world, there is increasing demand for top quality higher education, with more and more students demanding access to provision beyond their home country. INTO partners with universities in three continents to address this global demand and help transform their international capacity and performance. Since 2006, we have successfully launched 21 partnerships with 19 universities in Europe, North America and Asia. We have enrolled over 50,000 students from 166 countries and now have about 1600 employees, based round the world.

Our website <http://www.intoglobal.com/> has details of how we are organised and our outstanding achievements so far

Requirements

Please note that this is a Student Recruitment & Sales focussed role. Please read the job description and person specification for further details.

We are looking for a proactive and enthusiastic individual to develop our recruitment activities in the UK and Europe. You will be part of a creative and dynamic regional team, working within the Europe and Central Asia Regional Office to ensure a coordinated and effective approach to UK and European recruitment.

With responsibility for the development and management of new and existing student recruitment channels, the post holders will be focused on key markets within the Region, including Turkey, the Balkans, Some parts of the UK.

The role of the Regional Office is to coordinate student recruitment to all INTO university partners from a wide range of recruitment channels, liaising and coordinating with various internal and external stakeholders.

Candidates should have a degree or equivalent level qualification and relevant marketing experience within the international higher education sector. You should have excellent communication and interpersonal skills, as well as sound administrative skills and experience of dealing with multiple priorities and tight deadlines. You will be required to undertake frequent periods of evening and weekend work across Europe.

Salary

Salary Band D: £26,499 - £35,851 per annum based on 37.5 hours a week, dependant on skills and experience. Additional bonus based on achieving key performance indicators.

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Application process

Please refer to the job description for this post for the necessary skills and experience required. Send your CV along with a covering letter stating why you are suitable for the role and where you saw it advertised via email to HQ.career@intoglobal.com by Sunday 16th December 2018.

Interview Process

Interviews will be held week commencing 7 January 2019. As part of the selection process, candidates will be required to provide a presentation to the panel and may be asked to take part in a further assessment exercise. Further details of this will be provided to candidates selected for interview.

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.

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

INTO is an equal opportunities employer.

INTO is committed to safeguarding and promoting the welfare of young people, and child protection screening will apply.

<http://www.intoglobal.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.