

## Job advert

# Recruitment Manager

### Context

Newcastle University London is a new campus in the heart of the City of London which delivers business programmes from foundation to PhD level. NU London is a collaborative venture with INTO University Partnerships (IUP), an organisation working in partnership with leading British universities to delivery foundation programmes to prepare international students for undergraduate and postgraduate study in the UK, with a clear focus on and commitment to the delivery of the highest quality student experience.

A wide range of programmes are delivered at the NU London Campus including postgraduate and undergraduate degrees, degree preparation courses and general English.

### Requirements

The Recruitment Manager will have a broad, all-encompassing role with a strong focus on student recruitment and the development of key stakeholder networks. The post-holder will work with Newcastle University's marketing and recruitment teams and with INTO's Global Recruitment Unit to promote Newcastle University London both within the UK and internationally. He/she will liaise with schools, colleges, sponsoring bodies (Embassies) internationally and across the UK in collaboration with the University, and will deliver presentations to groups of students and potential sponsors on a range of topics relating to studying a degree at Newcastle University London.

### Salary

The post role is aligned to Salary Band D within the range £29,944.00 to £40,512.00 per annum, inclusive of London Weighting Allowance, dependent on skills and experience.

### Job Type

Full Time, Permanent.

### INTO WORLD ADVANTAGE

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## Application process

Applications are to be submitted via the Newcastle University HR system by following this link: <https://bit.ly/2s7fPcE>

**The closing date for this application is 18<sup>th</sup> January 2019.**

Unfortunately we unable to sponsor Tier 2 applicants at present.

## Location

Newcastle University London, 102 Middlesex Street, London E1 7EZ

## 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 a Disclosure and Barring Service (DBS) check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.**

Newcastle University London is an equal opportunities employer.

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

<http://www.ncl.ac.uk/london/>