



QUEEN'S
UNIVERSITY
BELFAST

Job advert

Assistant Director – Recruitment

Job Ref: INTOQUB-ADR-05-19

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. Our Centres deliver guaranteed progression onto leading British undergraduate and postgraduate courses.

INTO Queen's is an INTO University Partnerships (IUP) joint venture with Queen's University Belfast since 2019.

Requirements

The Assistant Director – Recruitment role is central in leading, supporting and coordinating the sales and marketing activities undertaken across the INTO Regional Office network and Marketing Directorate to achieve student recruitment volumes at INTO Queen's. The role will lead direct marketing activity in the UK recruitment market as well as support global sales and marketing activities under the management of the Centre Director.

The successful candidate must have in-depth knowledge of international student recruitment strategies and extensive knowledge of international student recruitment networks particularly in key markets such as China, India, North Asia, SE Asia and the Middle East. Fluency in a language of one of our major source regions – Mandarin Chinese, Russian or Arabic would be advantageous.

This is a permanent, full-time role.

Full job details and requirements may be found in the accompanying Job Description and Person Specification and at <https://intoglobal.com/jobs>. Our Candidate Privacy Policy can also be found here.

Salary

Appointment will be made on Salary Band E (£35,936 to £48,621 per annum).

Bonus – up to a maximum of 20% of annual salary based on achieving key performance indicators to be set by the Centre Director.

Application Process

To apply for this post, please send your up to date C.V., together with a covering letter clearly setting out how you feel you meet the job requirements, to:

The Human Resources Department, INTO Queen's University Belfast, 2-8 Lennoxvale, Queen's University Belfast, Belfast BT9 5BY or email: into.recruitment@qub.ac.uk

INTO QUEEN'S UNIVERSITY BELFAST
QUEEN'S UNIVERSITY BELFAST
2-8 LENNOXVALE
BELFAST
BT9 5BY

T +44 [0]28 9097 6850
F +44 [0]28 9097 6851
E into@qub.ac.uk
W intostudy.com/queens

The closing date for receipt of applications is **noon on Friday, 14th June 2019.**

Please note that failure to clearly and fully demonstrate how you meet the job requirements may result in you not being shortlisted. The shortlisting panel will not make assumptions regarding your legal status, education/qualifications, experience & knowledge/skills.

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 check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

For further details and a full job description see <http://www.intostudy.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.

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.