



Job advert

Graduate Diploma Programme Manager

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. Each INTO Centre is managed by a joint venture management board in which INTO and the partner university are equal shareholders

Job Role

INTO University of Stirling is recruiting for a Graduate Diploma Programme Manager. This appointment is based on a permanent full time basis.

Requirements

The successful candidate will have appropriate programme management experience, and will be responsible for leading colleagues in these curriculum areas. In addition to being a strong classroom practitioner, he/she will be a strong leader, confident decision maker and excellent communicator with the ability to work with a wide variety of both internal and external stakeholders

Essential criteria:

- The right to work within the UK
- Post graduate qualification in the relevant area
- Experience of quality audits and benchmarking
- Academic management experience in the Higher Education sector
- The ability to demonstrate strong leadership and people management skills
- Experience of curriculum design and development

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

Band E: £35,936 - £48,621

INTO UNIVERSITY OF STIRLING
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Application Process

To apply for this post, please send your up to date C.V and cover letter, clearly setting out how you feel you meet each of the listed essential and desirable job requirements, to: The Human Resources Manager, INTO University of Stirling Building, University of Stirling, Stirling, FK9 4LA or by email to mary.donati@stir.ac.uk

Closing date for applications

- Sunday 23 June 2019.
- Provisional date of interviews is the 11 July 2019

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 Disclosure Scotland PVG (Protecting Vulnerable Groups) 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.

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.