

## JOB DESCRIPTION

POST TITLE: International Projects Officer, (VET and Skills) Global Wales  
RESPONSIBLE TO: International Programme Manager  
SALARY RANGE: £32,689 - £37,477  
HOURS: Full time – 35 hours per week  
**Permanent**  
LOCATION: Cardiff or Bangor

**JOB SUMMARY:** The Global Wales team are looking to appoint an International Project Officer to help manage and deliver its market development activities in Europe, India, USA and Vietnam, with a specific focus on integrating Further Education and skills into the programme. The post sits within the Global Wales team at Universities Wales and will report to one of the Market Development Managers. It is a new role, with an immediate start available.

The post holder will join a team of Market Development Managers to take forward the next phase of Global Wales – a four-year programme led by Universities Wales, which serves to boost Wales' profile as a partner of choice and study destination through presenting a joined-up view of our higher and further education systems in priority markets.

Global Wales provides a strategic, collaborative approach to international education in Wales, bringing together universities, colleges, and partner organisations behind a single strategy to increase international student recruitment and partnership opportunities and to grow Wales' profile in key international markets.

The Further Education and Skills sectors are being included within the work of Global Wales for the first time in this latest iteration of the programme. The post holder will need to develop and nurture partnerships with stakeholders from this sector and ensure they are being appropriately represented throughout the Global Wales 3 activity, alongside providing project and administrative support for the programme.

The post is offered as a permanent, full-time position, but consideration will be given to applications for part time and flexible working patterns. Universities Wales has offices in Cardiff and Bangor and operates a hybrid (office/home) working model.

### Main responsibilities

Working with the Market Development Manager, your main responsibilities will include:

1. Identifying opportunities for incorporating the FE sector into the Global Wales 3 programme and ensuring that the interests and circumstances of the FE sector are identified and understood in the design and delivery of projects
2. Developing and nurturing partnerships with FE stakeholders and ensuring the integration of the Further Education and Skills sector into the work of Global Wales.
3. Managing specific international projects in support of the Global Wales team - e.g. leading on the delivery of visits and events, representing Global Wales on organising committees.

4. Organising and/or supporting the organisation of high-level international delegations and preparing senior colleagues to host incoming delegations. This may include support to Welsh Government colleagues managing VIP visits and other high-level activities.
5. Representing Global Wales at appropriate domestic and international events.
6. Overseeing and supporting Global Wales project governance, including planning and attending meetings, the coordination and issue of committee papers, monitoring reporting deadlines.
7. Being responsible for drafting appropriate copy and managing updates and briefings for University Wales partners, guest colleagues and key stakeholders.
8. Project and administrative support to Global Wales Market Development Managers working in priority markets, with a particular focus on those projects involving Further Education and Skills.
9. Any other duties that may be required from time to time by other delivery partners in relation to the programme

### Key Relationships

The postholder will establish good working relationships with a broad range of internal and external stakeholders including Colegau Cymru its FE colleges and International Networks, as well as Welsh universities, Welsh Government and British Council colleagues.

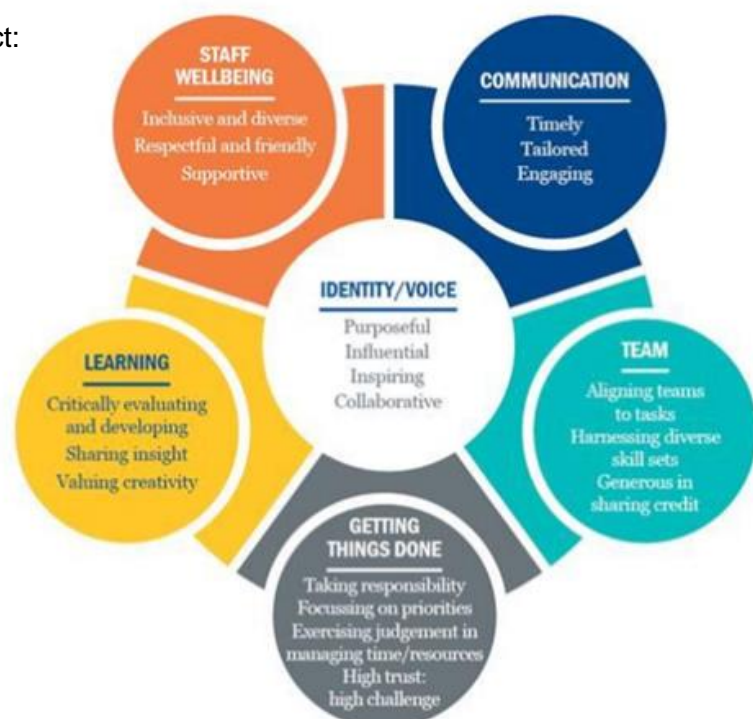
This job description will be reviewed and amended in the light of changing professional demands. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.

### UUK Values and Behaviours

For further information, please contact:

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## PERSON SPECIFICATION

**POST:** International Project Officer (VET and Skills), Global Wales

**GRADE:** Technical

**DIRECTORATE:** Universities Wales

Essential/ Desirable	QUALIFICATIONS AND TRAINING	ASSESSED
	<b>A. WORK BACKGROUND AND EXPERIENCE</b>	
	<b>A1. Specialist</b>	
<i>Essential</i>	A'levels or equivalent.	<i>Application Form</i>
<i>Essential</i>	At least three years of work experience in a relevant area	<i>Application Form</i>
<i>Desirable</i>	Experience in working in an organisation or institution within or related to the further education and/or skills sector.	<i>Application Form</i>
	<b>B. SKILLS AND APTITUDES REQUIRED</b>	
	<b>B1: Planning and organisation</b>	
<i>Essential</i>	Excellent numeracy and IT skills, specifically competence with Microsoft Office (Outlook, Word, Excel, Powerpoint)	<i>Application Form/ Interview</i>
<i>Essential</i>	Strong experience of working with budgets, in particular analysing and communicating the potential budgetary impact of expenditure choices	<i>Application Form/ Interview</i>
<i>Essential</i>	Ability to manage and track a diverse workflow effectively, with rational prioritisation of tasks and reliable on-time completion of key mission-critical tasks	<i>Application Form/ Interview</i>
<i>Essential</i>	Strong attention to detail	<i>Application Form/ Interview</i>
	<b>B2: Communication</b>	
<i>Essential</i>	Clear written and oral communications skills, including excellent presentation skills	<i>Application Form/ Interview</i>
<i>Essential</i>	Ability to present complex ideas and information simply, identifying key issues for information/discussion	<i>Application Form/ Interview</i>
	<b>B3: Interpersonal and Team working Skills</b>	
<i>Essential</i>	Ability to work effectively in a small team using tact and influencing skills.	<i>Application Form/ Interview</i>
<i>Essential</i>	Proven ability as a credible communicator to a range of audiences.	<i>Application Form/ Interview</i>
	<b>B4: Language</b>	
<i>Desirable</i>	Welsh language skills	<i>Application Form/ Interview</i>

<b>C. SPECIALIST KNOWLEDGE REQUIRED</b>		
<i>Essential</i>	<b>C1 Sector Awareness</b> An understanding of Welsh and UK further and higher education sectors	<i>Application Form/ Interview</i>
<i>Desirable</i>	An understanding of internationalisation of HE and FE	<i>Application Form/ Interview</i>
<i>Desirable</i>	An understanding of the Welsh political landscape	<i>Application Form/ Interview</i>