

Job Description

Position / Job Title:	Global Mobility Coordinator (Fixed term)
Ref:	865
Location/Building:	Executive Business Centre
Faculty/Professional Service:	Global Engagement & Strategic Partnerships
Group/Section:	International Mobility & Exchange
Duration if Temporary:	10 months
Normal Hours per Week:	37 (Some flexibility will be required in order to ensure that key time scales and deadlines are met).
Grade:	4
Accountable to:	Global Mobility Manager
Responsible for or supervises:	N/A
Special conditions:	N/A

Job Purpose

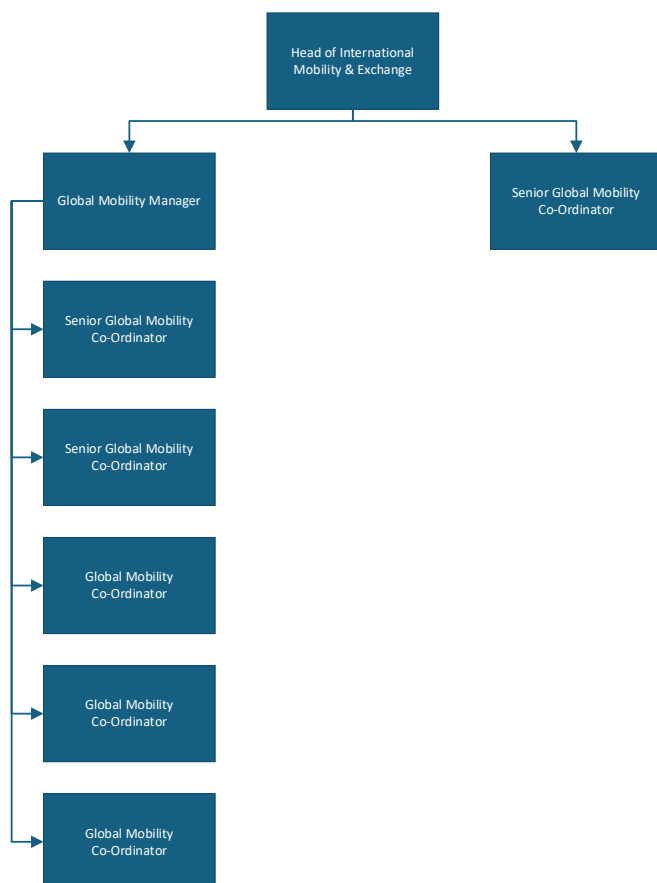
The Global Mobility Coordinator will be responsible for administering the University's external student and staff mobility funds, including the Turing Scheme and other funding schemes, in line with the priorities for mobility and international partnerships set out within BU2035. The post-holder will be responsible for administration across all secured funding streams, including producing and operationalising the communication and action plan, responding to applicant enquiries from all levels regarding all aspects of the management of the funds, logging and keeping track of applications, and administering the fund budgets while adhering to process compliance guidance in addition to the completion of any externally required information from the funders.

Main Responsibilities

1. To provide key administrative support and ensure process compliance of funding guidelines for incoming and outgoing international mobility applications, including entry of personal data into any central records system, correspondence with applicants and the coordination of any further administrative tasks required.
2. To provide advice, guidance and support for outgoing and incoming mobility students through a variety of channels including attending student drop-in sessions and presenting opportunities to potential participants either virtually or face to face. To monitor the flow of student mobility queries, particularly through the email inboxes, and respond to queries or flag to team members to follow up in a timely manner.

3. To provide administrative support for the processes required to run and maintain other BU mobility and funding programmes in accordance with the scheme criteria. This will involve directly liaising with applicants, data entry and management of the required follow-up processes such as monitoring of returns, collecting evidence of participation and reports.
4. To work with the Global Mobility Manager to produce marketing, communication and action plans for international mobility funding schemes and partnership development purposes. To operationalise these plans including creating content for communications, ensuring promotion happens at the right time and via the correct channels, maximising opportunities for communicating the schemes, and highlighting any concerns regarding timings.
5. To coordinate and participate in promotional events for student mobility. This may include attendance at open days or other specific events on and off campus.
6. To process grant payments in line with financial regulations for students or staff related to international mobility projects and funding schemes, including but not limited to the Turing Scheme and other initiatives.
7. To be responsible for day-to-day operational management and administration of the fund budgets assuring financial control of funded projects and be responsible for conducting audits of actual expenditure against budget and to report any concerns to the Global Mobility Manager and Senior Global Mobility Coordinator.
8. To support the development or administration of international partnerships.
9. To proactively identify improvements and enhance administration and processes associated with student mobility in order to ensure efficiency and compliance to external funding organisation requirements as agreed with the Global Mobility Manager.
10. To provide general administrative and event support and undertaking such other duties which from time to time may reasonably be requested by the Senior Global Mobility Coordinator, Global Mobility Manager, or Head of International Mobility and Exchange.

Organisation Chart (Please draw or attach a chart using job titles showing clearly the job, immediate supervisor/manager and the team roles)



Dimensions

The role is characterised by:

- Administration and coordination of multiple international mobility funding schemes, including the Turing Scheme and other externally funded programmes.
- Responsibility for maintaining accurate records of applicants, funding allocations, grant payments and participant outcomes.
- Day-to-day monitoring and administration of mobility fund budgets, ensuring compliance with financial regulations and funding requirements.
- Management of a high volume of enquiries from students, staff, academic departments and external partners.
- Coordination of communications, promotional activities and events relating to international mobility opportunities.
- Collection, analysis and reporting of mobility data and funding information required by internal stakeholders and external funding bodies.
- Support for the administration and development of international partnerships that facilitate mobility opportunities.

Contacts Internal and external, including level

Internal: **Global Engagement & Strategic Partnerships professional service;** Academic Services; Academic and Administrative staff within Faculties and Administrative staff within other Professional Services.

External: Colleagues at all levels from a range of international partners, UK HE institutions and external overseas student mobility providers. This can also include a range of further private and public organisations.

Challenges

The post holder will play a pivotal role in ensuring the management and administration of student mobility is fit-for-purpose and supports BU2035. Maintaining accurate records and providing reports on internal and external student mobility will be critical. Ensuring that opportunities are well communicated throughout BU and that all stakeholders are clear as to the purpose and benefits of student mobility. Exchange and work overseas programmes and funding opportunities are a complex and challenging area of the University's work.

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

October 2026

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Faculty / Service: Global Engagement & Strategic Partnerships		Date: October 2026
SELECTION CRITERIA		Essential / Desirable
Knowledge (including experience & qualifications)		
Educated to degree level or equivalent experience		E
Experience of managing and reporting budgets		E
Extensive knowledge and experience of administration and of working in a busy office		E
Experience of ensuring guidelines are adhered to and providing advice to a committee / group / panel		E
Experience of servicing meetings including the production of minutes		D
Knowledge and experience of financial administration		E
Experience of reviewing a project / process to ensure it is fit for purpose and for identifying and making improvements as necessary		E
Experience of working in higher education		D
Skills		
Good interpersonal skills, and an ability to deal comfortably with all levels of staff		E
Tact and diplomacy		E
Ability to organise and prioritise		E
Ability to work within policies and procedures and to explain these to colleagues		E
Good skills in Microsoft office (i.e. Word, Excel, PowerPoint, etc)		E
Attributes		
Ability to work as part of a team and on own initiative		E
Ability to adapt to a changing environment		E
Able to work effectively and remain calm under pressure		E
Excellent project management skills with the ability to produce high quality accurate work under pressure and to meet tight deadlines		E
Positive attitude towards safeguarding		E