

Job Description

Position/Job Title:	International Partnerships Manager
Ref:	468
Location:	Executive Business Centre
Faculty/Professional Service:	Global Engagement & Strategic Partnerships
Group/Section:	Academic Partnerships
Normal hours per week:	1 FTE (Some flexibility will be required in order to ensure that key time scales and deadlines are met).
Duration:	Permanent
Grade:	7
Accountable to:	Head of Academic Partnerships
Special conditions: There may be some overseas travel and there will be occasional weekend and evening work.	

Job Purpose

The vision of BU2035 requires the university to be internationally connected across all functions, with a particular focus on supporting the pillar of Partnerships and Placemaking. The postholder will play a key role in embedding and integrating our internationalisation efforts in support of BU2035 and beyond.

The postholder will have specific responsibility for leading the development of transnational education (TNE) and strategic international partnerships at scale. The postholder will work extensively with academic and professional service colleagues across BU as well as with HEIs and other partners overseas.

Main Responsibilities

1. Lead on the development and project management of TNE and strategic international partnerships across BU.
2. Develop strategically-focused business cases for TNE partnerships, working closely with internal and external stakeholders.
3. Provide leadership and coordination of project plans for TNE partnerships from inception to completion, working closely with BU academic and professional service staff, and international partner institutions to develop international partnership proposals and agreements.
4. Provide briefings on potential international partners, particular countries/regions and the external environment, including data analysis, and initial, desk-based due diligence.
5. Lead on coordinating application processes for TNE partnerships to Ministries and other bodies in a range of countries and regions overseas.

6. Lead on international partner relationship development, communication, including management of expectations.
7. Lead on organising and supporting high-level incoming and outgoing meetings and delegations (virtual and in person), and a range of other events.
8. Plan, develop and co-ordinate a communications plan to disseminate a wide range of case studies and other resources to assist in the development of international partnerships.
9. Engage with relevant regional, national and international external organisations and networks including the British Council and Universities UK International (UUKi), attend meetings, and keep up to date with policy developments and initiatives, and disseminate relevant information across the University.
10. Represent the University at international partner visits, external events and conferences as required.
11. Support the efficient and effective operations of the wider Global Engagement / Strategic Partnerships service and portfolio which might include support for other global engagement projects and events on and off campus.
12. Any other tasks as directed by the Head of Academic Partnerships or the Dean of Global Engagement & Partnerships.

Dimensions

Responsible for development of strategic international and TNE partnerships. Line-management of International Partnerships Coordinator.

Contacts

Internal:

All members of the global engagement hub; academic and administrative staff within Faculties; all Professional Services and in particular, Legal Services, Finance, Academic Quality, and International Marketing & Student Recruitment.

External:

Colleagues at all levels from a range of international partners. This will include other HE institutions, and a range of private and public organisations, including embassies in the UK and overseas, Universities UK International and the British Council.

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.

December 2025

Person Specification

Position / Job Title: International Partnerships Manager		Date: December 2025	
Faculty / Service: Global Engagement & Strategic Partnerships		Position No: POSN109433	
SELECTION CRITERIA		Essential / Desirable	
Knowledge (including experience & qualifications)			
Educated to degree level or equivalent experience		E	
Evidence of knowledge and understanding of the national and international policy context for Internationalisation of Higher Education in relation to international partnership development and transnational education (TNE)		E	
Experience of developing strategic international partnerships in the UK HE sector and/or beyond		E	
Experience of budget management and of developing and implementing appropriate systems for financial monitoring and reporting		E	
Proven project management skills with the ability to manage complex, paninstitution projects from development to completion and to meet project deadlines		E	
Experience of line management		D	
Experience of developing and delivering presentations and workshops to staff and students and externally		E	
Experience of working in higher education		D	
Skills			
Good interpersonal skills, and an ability to deal comfortably with all levels of staff		E	
Excellent written communication skills with proven experience in report writing, drafting promotional materials and writing advice & guidance materials		E	
Tact and diplomacy		E	
Excellent data analysis skills		E	
Excellent organisational skills with the ability to effectively manage a multidimensional complex and varied workload		E	
Excellent interpersonal skills with the ability to work effectively with external partner contacts and relevant networks at all levels		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	
Tolerance of ambiguity when working in international context		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	

Self-starter with a 'can do attitude', able to work with low levels of supervision, but yet knows when to seek assistance	E
Understanding and awareness of cross-cultural issues	E
Willingness and ability to travel in the UK and overseas	E