JOB DESCRIPTION

Job title: Turing Scheme Administrator

Department / Unit: CeDAS, Student and Academic Services

Job type: Fixed term (6 months), 0.4FTE

Grade: 5

Accountable to: Global Experiences Strategy Manager

Accountable for: Not applicable

Purpose of the post

This role will support the Holloway Global project, developing existing overseas collaborator relationships and widening the College’s reach to form new strategic partnerships that align with Global Britain. The role will also principally support the administration of the Turing funding, and ensure that students prosper through the activities, by co-ordinating and supporting the delivery of activities and sessions run by colleagues in CeDAS and Careers. This post aligns to the College’s agreed strategic delivery 2021-2024. Central to delivery of the College’s 3 Year Strategic Plan is the increase in skills development and accessibility to experiences for our students

Key tasks

- Manage a broad range of activities associated with the Turing Scheme (study/work/volunteering abroad) to ensure that related professional services and academic departments are effectively and efficiently supported.
- Taking responsibility for the day-to-day liaison and relationship management for Turing activities between colleagues leading on each activity, to include leading on the identification and development of appropriate partner organisations
- Taking responsibility for ensuring that activities are reviewed to ensure they remain fit for purpose and in the best interests of the College and contributing to monitoring reports
- Leading the flow of communication, promotion and consultation regarding current and proposed activities, ensuring that processes are in compliance with all relevant internal and external rules including Visas and financial controls and requirements
- Providing high level secretarial support in the meetings to monitor and discuss Turing activities and other international experiences and opportunities
- Assisting with all aspects of preparation, management and follow-up of reviews of external parties
- Working closely with colleagues from across the Directorate to implement a strategic, consistent and joined-up approach to developing international experiences and opportunities for the student cohort, and in particular providing support for the Study Abroad Manager and Volunteering Manager
- Supporting student facing activities as required by the delivery teams
**Other duties and expectations**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

**Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with:

- Colleagues from Student & Academic Services
- Academic colleagues
- Professional Services colleagues
- Students’ Union
- External networks and contacts