



Job Title: Global Opportunities Officer

Unit/School: Global Engagement

Grade: 5/AB

HERA: INT76

Core purpose of role

Cardiff Met is a global university with an extensive network of global delivery partners, offices, students, and alumni around the world. Our International Strategy to 2030 will significantly strengthen the University's position as a progressive and innovative global learning and research community that is impactful, relevant, and inspiring. As part of this strategy, we will build on our success with international partnerships and international recruitment to deliver a connected vision across our international partnerships, collaborations, and students.

The Global Engagement Directorate is responsible for the international student welfare and academic study skills support, student immigration compliance, student/staff international mobility, as well as the University's transnational education partnerships and global strategic partnerships.

The post holder will be responsible for contributing to the development, promotion and delivery of mobility opportunities to incoming and outgoing students, with a particular focus on encouraging wider engagement from students from an underprivileged background. They will oversee the administration processes of the Global Opportunities team and ensure a friendly, helpful and efficient service is provided to maximise interest and participation in mobility opportunities. The post holder will project manage the short-term mobility provision, collaborating with internal and external stakeholders to negotiate optimum terms for a range of activities and provide support to the Global Opportunities Manager to meet compliance and regulatory requirements of projects.

Key responsibilities and contributions

- Responsible for project managing the provision, delivery and administration of short term mobility opportunities. This includes generating and continual development of new short term student opportunities; negotiating costs; reviewing processes; assessing applications and managing relationships with providers.
- Oversee and co-ordinate the Global Opportunities service provision and related administration, supervising and supporting the team to ensure efficiency, providing training and procedural development and delegating work as appropriate to ensure an excellent student service provision.
- Act as a senior point of contact for prospective exchange and study abroad students, providing advice and information orally and in writing on opportunities and requirements to study abroad at partner institutions.



- Develop and maintain relationships with external agencies, associations and partner institutions to ensure information is collated according to relevant guidelines and for auditing purposes.
- Develop, coordinate and manage the processes relating to Learning Agreements, liaising with colleagues in Academic Schools, Academic Registry and institutions to ensure all requirements are fulfilled in line with funding regulations.
- Responsible for compiling accurate guidance for outgoing students on visa requirements and essential documentation to make a successful visa application.
- Contribute to the bid writing process, providing content written in a clear and articulate manner and collecting accurate data to support the Global Opportunities Manager to meet the submission deadlines.
- Generate new ideas and solutions to encourage all students, regardless of their circumstances or background (disability, mature students, families, low income etc) to take up a mobility opportunity.
- Actively promote mobility opportunities, liaising with staff and partners to build and maintain relationships and encourage wide dissemination of information to prospective mobility participants.
- Manage and administer financial aspects of student mobility programmes, ensuring that all external and internal compliance requirements are met in relation to collection and assessment of documentation and the processing of payments to participants.
- Represent the interests of the Global Engagement Directorate and Cardiff Met students in internal and external networks, events, meetings, working groups and steering groups and deputise for the Global Opportunities Manager where required.

Person specification

Essential qualifications / Professional memberships

- Educated to degree level or equivalent relevant experience.

Essential experience, knowledge and skills

1. Detailed knowledge and understanding of national funding opportunities available to universities, such as Turing, Taith & Erasmus+.
2. Expert knowledge of a wide variety of IT packages and social media platforms.
3. Knowledge of UK higher education system and experience of working in a UK education setting.
4. Ability to prioritise and organise administrative operations.



5. Ability to use initiative and forward thinking to enhance and develop systems and ideas to respond to the challenging and fast-changing environment and needs of students.
6. Effective communication skills via email, telephone, in person and via presentations and webinars and ability to explain complex procedures in a clear and concise way to foreign nationals, drawing on cultural awareness to address issues with sensitivity and diplomacy.
7. Experience working as part of a team and working closely with colleagues across departments.
8. Experience of event coordination and confidence representing the University in meetings, networks and partner engagements.
9. Strong customer service skills.
10. Able to work occasional out of hours and weekends at peak times.

Desirable

1. Experience and ability to maintain website including design, updates and maintenance.
2. Experience of writing reports and bids.
3. Data analysis skills, with the ability to interpret and communicate findings.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user				



Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post does not require a DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University’s policies and procedures.