

**JOB PROFILE**

**Job title:** EMTEC – International Project Co-ordinator

**Grade:** Band 5, £21,514.00 - £ 24,080.00 per annum

**Accountable to:** Paul Morrison

**Line Management of:** James Whybrow

**General Duties and Responsibilities**

* To contribute to the strategic direction and operational effectiveness of the College
* Ensure the responsibilities of the post are carried out in a way that reflects the standards, vision and values of the college
* Deliver on key performance indicators across the College, aiming to deliver continuous improvement
* Promote the College with employers, sector bodies, schools and the local community, developing effective partnerships with employers, the funding agencies and other representative bodies
* To proactively promote Safeguarding practice, EDI, Health and Safety and the well-being of all our students and staff
* To complete and remain up to date with Mandatory Training
* To participate in the College Professional Development and Review (PDR) Scheme

**Duties and responsibilities:**

1. To assist and support EMTEC management and staff in the operational functions of all business activities (UK and international).
2. Produce and maintain financial records, documents and reports and liaise with appropriate internal and external departments, organisations and persons.
3. Liaise and communicate with internal and external departments, organisations and persons regarding payments, invoices and other financial matters.
4. To deputise for the Manager as and when required, to provide business cover.
5. Produce commercial documents, contracts, MoU’s along with letters / emails for business purposes.
6. To provide a professional and efficient service that demonstrates a high level of commitment to customer service; acting as a point of contact, dealing with enquires, responding to requests for relevant information in accordance with College’s standards.
7. To respond promptly to incoming client / business calls and to handle or redirect calls as appropriate.
8. To provide strategic support to the management and staff including travel arrangements, visa applications and letters of invitation. To liaise with delegates and trainers and provide excellent service experience and customer satisfaction during their contact with EMTEC.
9. To act professionally and responsibly as a representative for EMTEC / Nottingham College. Continually promote the business to business focus and impact measures to benefit the client.
10. To be aware of, and be responsive to, changes and adopt a flexible and proactive approach to work.
11. To proactively contact existing and potential customers, in-line with the business objectives and to maintain client contact log details
12. Organise and lead inward trade delegation visits by senior representatives / clients to the UK; including the creation of visit itineraries, visa applications, transportation, accommodation, meeting arrangements with external third-party organizations and cross-college meetings and College EMT.
13. Organise course curriculum and bookings for Train the Trainer and Train the Assessor events in the UK.
14. Provide cultural and social support to clients and overseas visitors, as required during their stay in the UK.
15. To process data and update the databases, to create and translate a range of reports, documents and papers as required.
16. To attend relevant meetings as required
17. To provide information to the marketing team when required
18. To undertake market visits to China if required to do so by the Line Manager.

**NOTE**

This job profile provides an overview of the principle duties and responsibilities of the role. It is not intended to be exhaustive. It is anticipated that the content of jobs will change over time whilst remaining within the broad remit of the role.

**This job profile does not form part of your contract of employment.**

**PERSON SPECIFICATION**

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| --- | --- | --- | --- | --- | --- |
| **Role:** EMTEC – International Coordinator | | **E/D** | **A** | **I** | **T** |
| **Qualifications:** | | | | | |
| 1 | Degree level or equivalent (preferably from UK) | **E** | **X** |  |  |
| 2 | Received education in China and UK (not lower than the secondary school level in either country | **E** | **X** |  |  |
| **Experience and Skills:** | | | | | |
| 3 | Experience in the operations of office systems, equipment and procedures | **D** | **X** |  |  |
| 4 | Experience of producing all kinds of data reports | **D** | **X** |  |  |
| 5 | Experience of data entry to high levels of accuracy | **D** |  |  | **X** |
| 6 | Previous experience in an Automotive or Educational Setting | **D** | **X** |  |  |
| 7 | Experience of the education system in both China and the UK | **D** | **X** |  |  |
| 8 | Fluent and professional Chinese Mandarin and English (verbally and in writing) | **E** |  | **X** |  |
| 9 | Good communication skills | **E** | **X** | **X** |  |
| 10 | Ability to complete tasks in an accurate and timely manner when working under pressure in a dynamic working environment | **E** |  | **X** |  |
| 11 | Good standard of keyboard skills and strong IT skills, mail merge etc | **D** |  |  | **X** |
| **Personal Attributes:** | | | | | |
| 12 | Willingness to comply with and support College policies and procedures | **E** | **X** | **X** |  |
| 13 | Ability to communicate effectively with students, staff and other organisations both verbally and in writing. | **E** | **X** | **X** |  |
| 14 | Willingness to participate in regular training and events | **E** | **X** | **X** |  |
| 15 | Demonstrate a genuine commitment to uphold and promote equal opportunities and diversity | **E** | **X** |  |  |
| 16 | Commitment to quality and excellence through evidence of continuing professional development | **E** | **X** | **X** |  |
| 17 | Demonstrate a knowledge and understanding of Safeguarding / Child Protection issues relevant to the post | **E** | **X** |  |  |

**KEY:**

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| **E** | Essential |
| **D** | Desirable |
| **A** | Assessed by Application Form |
| **I** | Assessed by Interview |
| **T** | Assessed by Test |