

International & Partnerships Manager

Job Description

The Role

Job title: International and Partnerships Manager

Department: Innovation and Learning Directorate

Responsible to: Director, Innovation and Learning

Location: Cirencester Campus

Salary: Grade 7: £34,610 - £41,064 per annum

Hours: Up to 35 hours per week

Term: Permanent

Relationships with:

Internal: All Innovation and Learning Directorate areas (see below); Academic Faculty (specifically: PVC Academic Planning and Resources; PVC Research and Enterprise; Deans; Associate Pro-Vice-Chancellor (China Programmes); Associate Dean (China Programmes); Head of China Programmes; Head of International Partnerships (Non-China)); External Relations Directorate (incl. Student Recruitment (International), Marketing, Development, Fundraising and Alumni Relations); Academic Services Directorate (incl. Academic Quality and Partnerships Teams); Transformation Team; Finance Directorate; Human Resources Directorate; Vice Chancellor's Office; RAU China Office

External: UK and international stakeholders e.g. Universities UK International, British Council, GuildHE and RAU partner organisations overseas, Agents, Visa and Travel organisations

About the Directorate

The Innovation and Learning Directorate at the Royal Agricultural University (RAU) is a key delivery agent of the [RAU Strategy 2023-2028](#), and the three strategic goals of **Quality, Reach** and **Sustainability**. The University's Vision is *'to be the UK's global university for sustainable farming and land management, enabling communities locally, nationally and across the world to thrive in harmony with nature'*.

The Innovation and Learning Directorate has a fundamental role in supporting and facilitating the academic endeavour, bringing together expertise to enable academic staff and researchers; support the enrichment of the curriculum and a promote a culture of continuous improvement in student experience; and manage the growth of our research portfolio; both at our UK campus and across our international partners. To deliver this, the Directorate leads and brings together Teams and

activities across International and Partnerships; Learning and Teaching; Research and Knowledge Exchange; Learning Technology; Laboratories; and Library and Archives as part of the University's Professional Services.

The RAU has recently completed a £5.8M project to establish new 'Land Laboratories' opening for the 2025-26 academic year. The Facility consists of seven new laboratories, including clean, genetics, omics and analytical laboratories as well as an Experimental Barn. Our Library and Archives provide expertise in the delivery of library services so that a high quality, supportive and stimulating learning environment and experience is delivered to students and staff. Our Learning Technology Team not only provide expertise and training but also keep the RAU on the innovative and technological curve to be at the forefront of learning and teaching.

The Innovation and Learning Directorate also leads many of our external and stakeholder relationships and partnerships as the professional face of the RAU. Innovation and Learning Directorate activities are fundamentally cross-cutting to the RAU, engaging with all Departments in the University as well as engaging in cross-RAU committees and groups and contributing to cross-University Projects, including Innovation Village. The Directorate also works closely with our Transformation Team, including entrepreneurship and business support functions (Farm491, the Growth Hub Cirencester and Continuing Professional Development).

Role Purpose

Our commitment to working internationally to address global challenges such as climate change, food security and water resource management is detailed through the '**Reach**' objective in our [RAU Strategy 2023-2028](#).

The RAU has a significant and growing international footprint, including a number of major strategic international partnerships in China, Ukraine, Uzbekistan and the United Arab Emirates which contribute to a portfolio of joint activities including across teaching and learning, research and staff and student exchange. Our strategic priorities for 2025-2028 include the growth of international and transnational education students and enriching the international pathway to Cirencester; and enhancing the international student journey and welcome, as well as supporting our developing portfolio of international research collaboration. All of these activities need to be underpinned by professional and high-quality support and services, provided and coordinated by the Innovation and Learning Directorate, working closely with our academic leadership.

The International and Partnerships Manager will support the coordination and operational delivery of international activities, coordinating and facilitating a portfolio of international partnerships and programmes across the University. This will include developing and drafting partnership agreements, being a core source of information and guidance on partnerships and international activities, supporting international groups and Committees, developing and updating partnership risk registers, and tracking progress against deliverables for existing partnership agreements. . Underpinning the role will be the need to collate, analyse and manage information; plan and establish systems and processes; and review and record information for the effective and efficient delivery of our international activities across the University.

The International and Partnerships Manager will engage with a broad range of external stakeholders both in the UK and overseas also, developing communications channels internally, with those involved

in developing and delivering our Strategy in partnership with us, and through to international guests that we host at the University.

The International and Partnerships Manager will be a key contributor to the establishment, running and evolution of these critical resources, their visibility and professional approach to ensure the RAU has a holistic approach to international and partnership activities.

The role may include some international travel.

Key Responsibilities

1. Manage, support and coordinate the **delivery of strategic international and partnership activities**, in line with the RAU Strategy 2023-2028; Operational Plan 2025-2028, and appropriate Priority Action Groups, including:
 - Support the development of an International and Partnership Strategy and coordinate Partnership Delivery Plans, documenting and managing progress against activities, risks, Key Performance Indicators (KPIs) and targets;
 - Support activities with any external agents or consultants which help develop and deliver the RAU International and Partnership Strategy;
 - Support the Director of Innovation & Learning in the production of an Annual Report to the Partnership Committee;
 - Proactively research and horizon scan for wider sector and contextual information and activities relating to international and transnational delivery to enable RAU to exemplify good practice and innovation, e.g. reports, events, legislative changes and funding opportunities; and
 - Coordinate international and partnership reviews and audits (internal and external).
2. Establish, develop and maintain information relating to the **current portfolio of international and partnership activities**, that can support evidenced-based strategic decision making. This includes :
 - Manage and coordinate the portfolio of partnership agreements across the University
 - i. Developing a suite of partnership agreement templates with associated definitions and guidance for use, processing these for legal review, and ensuring their appropriate use for new partnerships and collaborations;
 - ii. Drafting new partnership agreements, including Statements of Intent, Memoranda of Understanding, and Memoranda of Agreements and Service Agreements for review and agreement by the Senior Leadership Team members involved in partnerships;
 - iii. Managing existing partnership agreements and documentation, their deliverables and review, creating a repository of records for the University;
 - iv. Providing oversight of the management of existing and developing partnerships and their documentation and best practices; and
 - Coordinate effective record keeping for RAU international activities.
3. Work with colleagues across the university to support the coordination and delivery of **international and partnership activities and projects** as required, including visits and delegations to the RAU, residential schools and study tours, events and workshops, including any internal briefings, follow up actions, engagements and activities.

4. Develop and have oversight of the **governance of international and partnership activities**, working with Academic Quality (Partnerships), Pro-Vice Chancellor China Programmes and Director of Innovation & Learning including to:
 - Support the activities of the 'Partnerships Committee;
 - Align governance (Terms of Reference, membership and scheduling) across the Country and Partnership specific governance groups, ensuring the effective communication and management of information relating to partnership governance (e.g. minutes, actions, planning) and being the Secretariat to the Partnership and Programme Management Committees; and
 - Create a holistic view of RAU internal staff roles and responsibilities relating to international and partnerships.
5. Establish effective **internal communication and coordination channels** to become a focus and lead point of contact for international activities for the University, including:
 - Work collaboratively across Directorates to coordinate international and partnership activities, including operational delivery of TNE, development and delivery of content to partners, and student experience and student focused engagement activities;
 - Develop a wider suite of templates, tools, international information resources and guidance for managing and aiding staff engaged in international activities.
 - Support the Academic Planning Cycle with respect to international and partnership activities, including managing and coordinating partnership and international dates and deadlines, creating an International Calendar of activities, and ensuring these align with other parts of the organisation (e.g. Learning Technology, Library, Registry, Quality); and
 - Seek and implement activities to build the capacity and skills of the Directorate and wider University colleagues relating to international and partnership activities.
6. Engage with **external stakeholders** and the wider sector relating to international and partnerships, including to:
 - Work with External Relations, review and audit external communication interfaces and channels relating to international activities and stakeholders, including improving our web presence, email and social media channels, to ensure information is up to date and of the highest professional standard and easily accessible to external audiences and stakeholders; and
 - Manage and respond to international, partnership and collaboration enquiries (with other University leads) through the international@rau.ac.uk inbox including developing and managing a coordinated process and communications templates across the University.
7. Establish, develop and maintain **policies, procedures, business processes and process maps, and establish data requirements** to effectively and efficiently the end-to-end delivery, improvement and management of new and existing international and partnership activities, including to:
 - Develop and implement a Partnership Process Map across the University and relevant Directorates, including ownership and documentation of key processes relating to due diligence, risk management and operational delivery;
 - Develop and manage a system for coordinating and addressing international issues and actions e.g. a Quality Improvement Plan;
 - Provide support and establish and manage processes for travel and Visa application processes, working with external agencies, whether for RAU staff and students travelling overseas, or overseas staff and students to travel to RAU; and
 - Support the International Recruitment Officer in implementation and management of recruitment agents and the Agent Quality Framework, including ongoing due diligence,

management and vetting of potential agents, and assisting with processes relating to the provision of new contracts and agent onboarding.

8. Work with the Director of Innovation and Learning to contribute to the relevant Strategic Priorities and wider Strategy and operation of the Innovation and Learning Directorate, advocating for the work of the Directorate, identifying opportunities for collaboration, coordination and efficiency across the Directorate and wider RAU, paying particular attention to financial sustainability and risk management as appropriate.
9. Working in alignment with the Innovation and Learning Directorate Operating Model, including through the development and delivery of annual personal objectives and appropriate personal development with appropriate KPIs and goals, regularly reviewing and reporting through the appraisal year as well as individually and collectively contributing to University Values; and
10. Undertake other duties as appropriate to this post as required by the Director of Innovation and Learning.

General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

University Values

As a University we have chosen five values to underpin our learning community. These are the values which we will all work by and for which we want the RAU to be known. We are:

- Collaborative - we believe in the power of working together. We are stronger as a community of practice - inspiring each other, identifying shared goals, and providing reciprocal support leads to greater success.
- Open-Minded - we are receptive to new ideas and we value the diversity of experiences and skills. We are committed to listening to everyone across the RAU community.
- Resourceful - we adopt creative approaches to achieve our goals while setting higher standards, promoting professionalism and sustainability.
- Responsible - individually and collectively we take accountability for our actions working with integrity to achieve the highest ethical standards.
- Inclusive - we acknowledge the fundamental value and dignity of all individuals and are committed to maintaining an environment that seeks to eliminate all forms of discrimination and respects diverse traditions, heritages, and experiences.

Person Specification

Qualifications	Essential (E) or Desirable (D)	Measured by; A – Application form B – Interview C - Presentation
Educated to Degree Level or equivalent qualification	E	A
Project Management qualification and/or experience	E	A

Knowledge, Skills & Experience	Essential (E) or Desirable (D)	Measured by; A – Application form I – Interview P - Presentation
Understanding and demonstrable experience of working in an international education and/or research environment	E	A, I, P
Specific experience of working on international partnerships in China and/or the Middle East	D	A, I, P
Experience of decision-making at an operational level, demonstrating the ability to work autonomously as well as knowing when to engage peers and colleagues	E	A, I, P
Experience of driving and delivering business improvements and efficiencies to enhance quality, engagement and service delivery assure future sustainability	E	A, I
Understanding and demonstrable experience of excellent customer service practices and delivery of a quality services both to internal and external stakeholders	E	A, I
Understanding of business models, with experience of financial or budget management (training or qualification)	D	A, I

Excellent operational, organisational, planning and management skills with proven experience of managing multiple activities in a matrix environment with excellent attention to detail and management of information	E	A, I, P
Experience of working collaboratively, including projects and programmes and the ability to work with broad range of internal and external teams to achieve delivery	E	A, I, P
Experience of stakeholder engagement, building successful relationships and networks at all levels with both internal and external stakeholders	E	A, I, P
Excellent communication skills, oral, written and presentational, with experience of writing and producing high-quality reports, papers and material	E	A, I, P
Excellent level of digital literacy and ability to use standard IT platforms and applications including Microsoft Office/365 CoPilot, with the ability to learn new systems and applications	E	A, P
Experience of working with recruitment agents and the Agent Quality Framework	D	A, I
Experience of working with overseas travel and visa agencies	D	A, I

Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role
- Informal enquiries can be made to Esther Wilkinson, Director of Innovation & Learning: Esther.Wilkinson@rau.ac.uk
- Closing date:** 04 January 2026 with **Interviews on:** 23 January 2026
- We acknowledge receipt of all applications within two working days. If you do not receive an email from us after submitting your application, please let us know by sending a new email **without any attachments** to Human.Resources@rau.ac.uk so we can check if your application has reached us.
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are underrepresented within the RAU at this level.