

Job Description

International Opportunities Adviser
(Turing Scheme)

Career and Employability Services

Directorate of Student Experience and Teaching Excellence



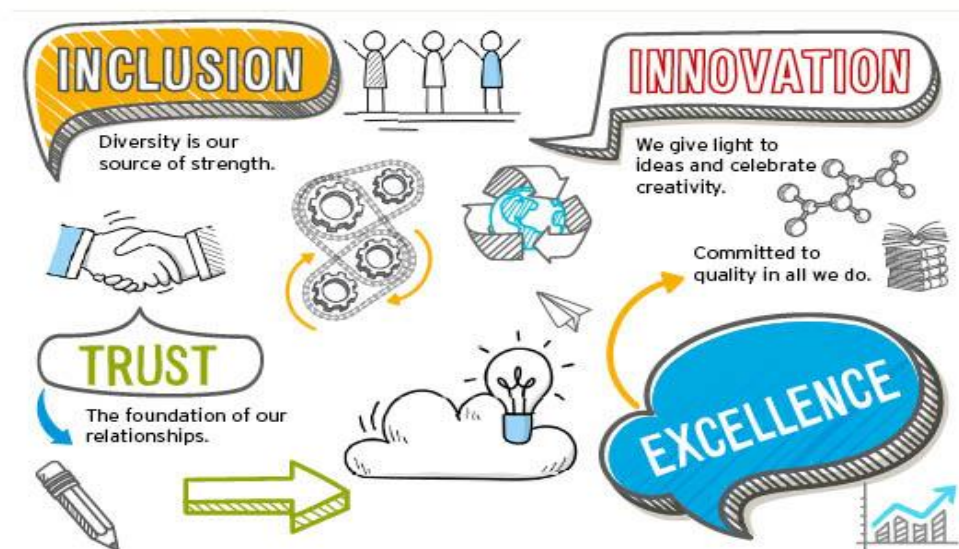
Brief summary of the role

Role title:	International Opportunities Adviser (Turing Scheme)
Grade:	6, (1 Year Fixed term)
Faculty or Directorate:	Directorate of Student Experience and Teaching Excellence
Service or Department:	Career and Employability Services
Location:	Campus Based
Reports to:	International Opportunities and Exchange Partnership Manager
Responsible for:	N/A
Work pattern:	36.25 FT Monday – Friday (with occasional weekend and evening work)

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme..

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	<ul style="list-style-type: none">• Level 3 qualification, such A level or Access to Higher Education Diploma or equivalent level of experience.
Desirable	<ul style="list-style-type: none">• Relevant qualification or training or experience related to student international study and work abroad.• Degree or equivalent• Advice and guidance training or qualification

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none">• Experience of working in Higher Education, particularly with databases, e.g., SITS;• Experience and understanding of study and work placement abroad programmes, particularly the under the Turing Scheme.• Experience of working with international students• Excellent communication and customer service skills, particularly in collecting information, responding to requests, and providing information (face-to-face, email, phone)• Experience of providing complex administrative support (attention to detail) to meet the needs of stakeholders e.g. students, schools, partners, funders
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	<ul style="list-style-type: none"> • Excellent administrative and record-keeping skills: prioritisation, organisation, adaptability, multitasking, planning. • Excellent attention to detail and accuracy, and experience in chasing, registering, and archiving large volumes of documents • Experience with supporting and explaining complex processes and procedures to others • Problem-solving skills and ability to use own initiative • Ability to deal with non-standard queries and complaints • Organisational skills and the ability to prioritise their own workload. • Excellent interpersonal skills to deal with a wide range of people and situations professionally and sensitively. • Excellent communication skills, both written and verbal • Excellent ICT skills and ability to fully utilise Windows based software such as Microsoft Office, social media and email • To be able to collate and interpret data.
Desirable	<ul style="list-style-type: none"> • Experience of organising and supervising students • Former Study Abroad, Work Abroad or Volunteer Abroad experience • Working with student record systems and CRM

Personal attributes

Essential	<ul style="list-style-type: none"> • Patience and persistence
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	<ul style="list-style-type: none"> • Confidence in working with others, including academics, students, administrative staff, and external partner organisations • Encourage participation and openness • Empathy and understanding of the needs and aspirations of a diverse range of students, graduates and staff. • Ability to work positively and collaboratively at all levels internally and externally. • Helpful, supportive, approachable and professional manner to students, graduates, staff and externals. • Team focused and a collaborative approach. • To work flexibly and be able to adapt to changing situations • Motivated to deliver consistently high quality services to agreed standards • Committed to continuing professional development • Committed to the University's values and promoting equality, diversity and inclusion. • Ability to work on own initiative with limited supervision. • Positive, proactive and 'can do' attitude.
Desirable	

Main purpose of the role

- The post is based in Career and Employability Services, working with the International Opportunities and Exchange Partnerships Manager who leads the management of inbound and outbound international opportunities for students and staff (Turing Scheme, ISEP, Study in China Programme, Short Term Travel Awards, Worldwide Exchanges, MITACS - Canada Internships, etc.). This involves disseminating information and advice about international opportunities, maintaining, and updating University and international mobility databases, processing exchange participants applications and payments, writing bids for funding, producing reports, and overseeing the start, negotiation and termination of exchange partnerships with partner institutions.
- The International Opportunities Advisor (Turing Scheme) (IOA-TS) is a fixed-term post and is externally funded, following the 2025/26 successful approved Turing Scheme project. The aim of the IOA-TS is to support the International Opportunities Team (IOT) with the growing number of home and international students applying for overseas activities/placements under the Turing Scheme. Under the IOT Manager supervision and operational strategy, the IOA-TS leads on the Turing Scheme operational administrative delivery by ensuring the compliance with the Turing Scheme eligibility and spending rules; contact students to collect, register and archive documentation required for the Turing Scheme assurance and in-year sampling/audit & Turing Scheme External Audit; to deliver brief presentations in lectures, meetings and workshops about international opportunities; and to recruit and coordinate a team of student ambassadors including supervising their work plans, and monitoring and recording their attendance to inform salary payment processes.

Main duties and responsibilities

1. To be responsible for engaging and advising students applying for Turing Scheme funding. This includes but is not limited to, advising on grant rules and eligible spending (travel, readiness to travel, living costs, actual costs, etc.). Advise students via emails, face-to-face or virtual appointments and workshops to explain the Turing Scheme's complex procedures and requirements, grant calculation and reduction, payment and recovery procedures, application and selection processes, including the internal requirements for travel approval and risk assessment. The IOA-TS will share or point out students to expert knowledge on destinations, culture and behaviour. Identify and provide initial support to distressed students and raise it to the line manager.
2. With a high level of autonomy, to plan and lead the delivery of ten (10) compulsory online pre-departure workshops ("Readiness for my Overseas Placement") to selected

Turing Scheme students. Advising a significant amount of Turing Scheme students about what they can expect from International Opportunities Team, the host organisation and what they must be prepared to do for themselves. At the end of the workshops, students should demonstrate reasonable expectations about their placement in an international environment. Measure the workshop's effectiveness with a survey and produce a trimestral report.

3. To manage and support the design and delivery of a "Withdrawal" survey to all students who applied for a Turing Scheme placement and, at some point, withdrew their application. The survey must collect the students' voice and identify the critical obstacles in a semestral report to be presented to the line manager for action.
4. To have a high level of autonomy to be able to request, collect, check and archive all the documentation supporting the Turing Scheme eligible spending: contribution to living costs documents (certificates of attendance for each student showing start and end dates signed by the sending and receiving organisations); readiness to travel (invoices/receipts; evidence of passport applications and visa fees; proof of purchase of additional insurance; proof of vaccination); travel costs (invoices/receipts; booking confirmation, tickets).
5. To support the line manager in any of the three (3) types of Turing Scheme assurance and in-year sampling/audit that may be undertaken during the project's delivery: desk check audits, which are undertaken remotely on the Grant Recipient's Funded Activities; on-the-spot-check during the academic year or before the commencement of the first funded placement during an on-site visit by the Turing Scheme to a Grant Recipient; on-the-spot-check following the completion of the placement which ends the latest during an on-site visit by the Turing Scheme to a Grant Recipient. Support the line manager with the Annual Certification of Expenditure procedure (external audit of the project).
6. To annually recruit and coordinate a team of student ambassadors (circa 10-12), to induct them into the role, to supervise their work plans and provide appropriate documentation for the delivery of the role, to monitor and record their attendance in order to inform salary payment processes, and to provide regular briefings and feedback to enable them to work effectively and to required standards.
7. To have a high level of autonomy, to review the "International Opportunities Guide" and related documents to embed the Turing Scheme requirements. And update of Turing Scheme information on the International Opportunities webpages.
8. To prioritise, organise, adapt, and maintain accurate records of Turing Scheme placements on internal databases.

9. To deliver services which meet or exceed guidance quality standards e.g. Matrix. AGCAS.
- 10.To participate in student/ graduate engagement and marketing activities for Career and Employability Services.
- 11.To contribute to on-going service development through participation in working groups and development activities (both receiving and leading) e.g. team planning days.
- 12.Identify and implement innovative process improvements to enhance operational efficiency and effectiveness.
- 13.To respond constructively to occasional reasonable management requests to undertake additional duties and/or responsibilities that may not be explicitly detailed in this Job Description.
- 14.The nature of the role requires direct interaction with colleagues and students, which is best achieved on campus. Remote working will be agreed upon based on service needs.
- 15.As a university citizen, to support key student events throughout the year such as Open days, clearing, enrolment, and Graduation.