

TRINITY COLLEGE LONDON	Job Description
JOB TITLE:	Qualifications Recognition Manager
Accountable to:	Qualifications Recognition Lead
Staff managed:	n/a
PURPOSE OF THE JOB	
<p>The purpose of this role is to support qualification recognition in key markets across a range of subjects, stakeholders and sectors. The primary focus is to continue to raise the profile and level of recognition of Trinity's Integrated Skills in English (ISE) qualification by universities in the UK, Europe, North America and Australasia. The role also involves continuing development and progression of recognition across the qualifications portfolio, in line with organisational strategy and demands, liaising with colleagues in other departments and territories.</p>	
KEY ACCOUNTABILITIES & TASKS	
<ul style="list-style-type: none"> • Develop and progress ISE recognition at universities in identified markets • Maintain an accurate database for business development, marketing and quarterly reporting purposes (based on agreed KPIs for the function) • Develop, articulate and communicate commercial and academic arguments for ISE test acceptance, in liaison with Marketing, Academic and Markets • Actively build relationships with key industry figures within HEIs and identify potential collaborations and partnerships in alignment with Trinity's strategic aims • Present to a range of stakeholders, in conjunction with colleagues (e.g. recognition, academic), across a range of formats: email, video conference, face-to-face presentations, webinars. • Monitor and maximise ISE exposure on institutional websites to make sure recognition is clear to stakeholders (certificate holders, candidates, examination centres, university admissions/marketing) • Track competitor activity and report findings to relevant functions (Product, Marketing, Markets, Academic) • Plan and manage event attendance at international education conferences in key markets (e.g. UK, USA, Europe) • Provide recognition support to wider business development work in established and new markets • Support a variety of internal departments as required, ensuring internal messaging around recognition is consistent and accurate 	

JOB RELATED KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED FOR THE POST

Essential:

- Knowledge of universities, particularly in the field of international student recruitment and language requirements
- Knowledge of wider sector surround, e.g. EAP, ELT, Foundation courses, International English Programmes
- Experience of planning and producing internal and external communications - using Hubspot or equivalent CRM platform, Eventbrite and social media, in liaison with Marketing and Insights
- Ability to use data and research to inform approach to recognition work
- Ability to present to a range of stakeholders using a range of formats, e.g. co-presenting in person and online with recognition and academic colleagues
- Ability to track competitor landscape and feed this into existing product workflows
- Excellent written and verbal communication skills
- Excellent collaboration, negotiation and influencing skills
- Self-motivated and tenacious
- Willing and available to undertake some out-of-hours and/or overseas travel may be required with this role

Desirable:

- Experience of marketing English language tests and/or experience of Teaching English to Speakers of Other Languages (TESOL)
- A Trinity CertTESOL or equivalent
- Knowledge of an additional language (B2 level +)
- Excellent organisational and team working skills.

CONTACTS : INTERNAL AND EXTERNAL

Internal

- Qualifications Recognition Team
- Academic
- Marketing and Business Development teams (UK&I, Central and in-market)
- Product Development Team
- SELT Team
- Finance
- Publishing

External:

- Conference & Event organisations
- Marketing agencies (where appropriate)
- Qualifications stakeholders

FINANCIAL PARAMETERS

Agrees any expenditure with line manager before incurring costs