

International Special Envoy

Loughborough University is looking to appoint ten International Special Envoys (0.2FTE) to lead our efforts in developing new relationships and building strategic partnerships in a variety of key regions and markets.

The International Special Envoys will play a key role in delivering the [International Engagement & Impact Core Plan](#), which forms a key part of the University's strategy [Creating Better Futures. Together](#). The strategy makes clear the need for a holistic, creative, and outward-looking approach to international engagement, aligned with our aspirations to be a leading global University.

These exciting leadership roles will involve working closely with the Vice-Chancellor and International Strategy Management Group (ISMG) to enhance Loughborough University's relationships with key stakeholders in these regions. As part of this role, they will lead on the strategic planning, delivery, and review of University relationships and activities in the specified region as informed by the [International Engagement & Impact Core Plan](#). This includes student recruitment, academic partnerships, philanthropic development, EDI opportunities, and sport-related partnerships.

These roles represent a significant internal leadership opportunity, at a time of huge excitement and progress surrounding Loughborough's global ambitions. Following the appointment of Professor Bala Vaidhyanathan and Dr Kirti Ruikar as the first [Special Envoys for India and South Asia in 2022](#), we are excited to appoint a greater number of staff to pursue these ambitions. We are especially keen to encourage applications from across our community as part of our ongoing commitment to equity, diversity, and inclusion.

This new group of International Special Envoys will continue to develop our international ambitions, in regions where they have expertise and experience. We anticipate and encourage applications from both academic and professional service colleagues. Due to the advanced nature of these roles, we would expect these positions to be filled by members of staff currently in roles at Grade 7 or above.

For further details, please see the job description and person specification attached. Applications may be submitted through the form attached, or through a video file – please see full details below. We ask that applicants discuss their application with their managers. Should you have any questions about the roles or the associated processes – please contact Ben Mason (B.Mason4@lboro.ac.uk) who will arrange an informal discussion with the appropriate member of staff. Similarly, please do get in contact if you would like any assistance or support with your application.



Job Description

10 x 0.2FTE posts, comprising of a pair of special envoys per region (envisaged specific markets of interest are included in brackets):

- North America (USA & Canada)
- East Asia (China, Hong Kong, Taiwan, South Korea, and Japan)
- South-East Asia (Malaysia, Thailand, Vietnam, Singapore, Brunei, and Indonesia)
- Sub-Saharan Africa (Nigeria, Ghana, Kenya, Tanzania, Uganda, and South Africa)
- Middle East & North Africa (Egypt, Saudi Arabia, UAE, Oman, Bahrain, Qatar, Kuwait, Jordan, and Turkey)

Core tasks for each region will involve:

- Supporting the Vice-Chancellor in relationship building, opportunity development, and partnership management in the region.
- Advising on the planning of the Vice-Chancellor's/delegation visits to the region, as well as visiting the region as required themselves. The current expectation is that this will involve approximately two trips per annum.
- Reporting to the International Strategy Management Group (ISMG) and to the Professional Services Leadership Team.
- Developing and monitoring agreed KPIs to ensure continual progress in Loughborough's relationships within the region.
- Chairing a regional interest group to support the development of Loughborough University's strategy of engagement in the respective region.

These leadership roles are expected to be varied in terms of workload and will increase leading up to international visits. This role will be for an initial 2-year appointment, with the possibility of extension.

The purpose of this role description is to indicate the general level of duties and responsibility of the role. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others, and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Organisational Responsibility

Reporting regularly to the International Strategy Management Group (ISMG) and to wider senior University leadership where appropriate.



Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Interview

Essential Criteria

Area - Experience

- Experience or familiarity of the designated region(s) (1,2)
- Experience of leadership (1,2)
- An understanding of the issues facing the UK higher education sector (1,2)

Area - Skills & Abilities

- Demonstrated ability to work closely and effectively with colleagues including senior colleagues across the University (2)
- Evidence of high levels of motivation and the personal drive necessary to support change (2)
- Ability to stimulate and inspire others as reflected in their leadership and influence beyond own School or Service (2)
- Excellent communication and interpersonal skills which give you the ability to engage with students, colleagues, business, and agencies on a wide variety of matters (2)
- Experience of leading a team and/or projects that involved managing others (1,2)



To submit an application, please access the following form:
<https://forms.office.com/e/pQM1fAnFVb> or scan the QR code.

Alternatively, applications may also be submitted in video and/or audio format (approximately five minutes) for those who feel this medium would allow them to better express themselves and their suitability for the role. Video applications should cover the topics outlined in the online application form alongside a brief introduction of yourself. In terms of style and format – a Microsoft Teams call setup is expected. No animation or further design/stylistic features are expected. Please send any such applications to Ben Mason (B.Mason4@lboro.ac.uk).

Opening Date

Thursday 23rd February (11am)

Closing Date

Tuesday 14th March (11am)