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# International Programmes Manager

Recruitment pack | June 2022

# International Programmes Manager

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28 June 2022

Dear Applicant,

Thank you for your interest in this position. Enclosed is the information you require to assist you in applying for the role. To apply:

- Please provide a personal statement and up-to-date CV combined in a single document. The document must be a maximum of 4 pages in total – no more than 2 pages for the personal statement and no more than 2 pages for your CV. Please state your name and the job you are applying for at the top of the document and save it as follows: “Your name-job title” e.g. Martha Jones – **International Programmes Manager**. Please note that if your submitted application does not meet these requirements, we will be unable to consider it.
- Your personal statement should set out why you feel that you are a good candidate for this post and how you fulfil the role profile and person specification. Your CV must show your full career history with any breaks explained.
- We are asking all applicants to complete our equality data monitoring survey. Completing this form will help us establish a better baseline for future equality, diversity and inclusion action. The information collected will be held securely and handled sensitively in line with the Academy’s data protection policy. The survey can be accessed through the advert on the current vacancies page.
- We guarantee to interview all disabled applicants who meet the essential criteria for the post. Please indicate in your covering e-mail if you are applying as a disabled applicant.
- Please indicate in your covering email if you cannot attend the scheduled date for interviews.
- Please note that the successful candidate will require the right to work in the UK – in your covering email, please confirm that you possess proof of right to work, as this will be required later on in the recruitment process.

Applications should be e-mailed to [recruitment@thebritishacademy.ac.uk](mailto:recruitment@thebritishacademy.ac.uk) Applications must be received by **12 noon BST, Monday 25 July 2022**. Please contact Giuseppe Scannapieco, HR Officer, if you have any questions or queries at [giuseppe@thebritishacademy.ac.uk](mailto:giuseppe@thebritishacademy.ac.uk).

Although our expectation is to recruit one candidate through this recruitment round, over the coming months there may be other similar opportunities either in the International Team or elsewhere in the Research Directorate that become available, and so will be in touch with unsuccessful shortlisted candidates who apply for this role should these additional opportunities arise.

We look forward to hearing from you.

Yours sincerely,

Vanessa Cuthill  
**Director of Research**

# Welcome to the British Academy

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The British Academy is the UK's national body for the humanities and social sciences. Our purpose is to deepen understanding of people, societies and cultures, enabling everyone to learn, progress and prosper.

We have three principal roles:

**A Fellowship** of distinguished scholars from all areas of the humanities and social sciences, elected by their peers, that facilitates the exchange of knowledge and ideas and promotes the work of our subjects.

**A Funding Body** that supports the best ideas, individuals and intellectual resources in the humanities and social sciences, nationally and internationally.

**A Forum** for debate and engagement that stimulates public interest and deepens understanding, that enhances global leadership and policy making, and that acts as a voice for the humanities and social sciences.

Our Strategic Plan which runs to 2022 has five main objectives:

- To speak up for the humanities and social sciences;
- To invest in the very best researchers and research;
- To inform and enrich debate around society's greatest questions;
- To ensure sustained international engagement and collaboration; and
- To make the most of our assets to secure the Academy for the future.

## Equality, Diversity & Inclusion statement

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As a key part of our People Strategy, the British Academy is committed to creating a diverse and inclusive working environment, promoting equal opportunity, and addressing under-representation. We welcome applications from people of all backgrounds. We will make reasonable adjustments to support disabled job applicants and offer an interview to those meeting the minimum selection criteria.

You can find more information on the Academy's vision and current activities [here](#).

# The International Team

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The British Academy's international team promotes and supports international collaboration and mobility, develops and maintains links with sister academies, international organisations and other partners overseas, and leverages the expertise of Fellows and award-holders to further the Academy's reach, impact and influence internationally.

The current work programme includes a broad portfolio of topics such as: [Europe's Futures](#); [Conflict, Stability & Security](#); [Justice, Rights & Equality](#); [Urban Futures](#); and [Knowledge Frontiers](#).

The Academy's international programmes are multi-year endeavours which entail a wide array of activities: from providing research funding to talented individuals in the UK and overseas, to informing international policy and public debates, to using the Academy's convening power to showcase the value of international and interdisciplinary collaborations for addressing today's global challenges and ensuring that the UK maintains its place as a world-leader in the social sciences and humanities.

For further information about the International activities of the British Academy, see: <https://www.thebritishacademy.ac.uk/international>.

## The Role

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You will work with colleagues to ensure the efficient and effective delivery of the Academy's international programmes. You will work across the portfolio of international programmes, developing new (or further enhancing existing) working processes, providing support and guidance to International Programmes Officers administering specific programmes, and working with the two other International Programmes Managers will be responsible for financial monitoring and reporting on grants.

# Job Description

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<b>JOB TITLE:</b>	International Programmes Manager
<b>LOCATION:</b>	The British Academy, 10-11 Carlton House Terrace, SW1Y 5AH / Home working (Hybrid Working Model in place)
<b>REPORTS TO:</b>	Deputy Head of International (Programmes)
<b>STAFF SUPERVISED:</b>	1 x International Programmes Officer
<b>Purpose of the job</b>	
<b>OVERALL OBJECTIVE:</b>	To manage the delivery of the Academy's international programmes.
<b>MAIN DUTIES:</b>	<p>The role may include a wide range of duties that will vary according to the needs of specific programmes, including:</p> <ul style="list-style-type: none"><li>• To work collaboratively with colleagues to manage and administer the Academy's international programmes.</li><li>• To manage the International Programmes Officer and to support their professional development.</li><li>• To contribute to the development and implementation of appropriate and efficient working systems, policies and processes, and to take responsibility for finding solutions to operational problems that may arise.</li><li>• To oversee budgets associated with international research funding, including allocation, payments and financial monitoring and reporting.</li><li>• To develop and maintain strong and positive relationships and agreements with external stakeholders, including contributing partner organisations.</li></ul>

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|  | <ul style="list-style-type: none"><li>• To provide support and advice to Academy Officers and senior staff.</li><li>• To review and implement robust monitoring and evaluation processes and to ensure rigorous compliance with reporting requirements.</li><li>• To represent the Academy at appropriate meetings and events, including giving formal presentations.</li><li>• To prepare and provide reports to relevant bodies, both internal and external to the Academy.</li><li>• To liaise and work with colleagues across the Academy to take advantage of, and ensure, joined-up working in relevant areas.</li><li>• To work on the production of regular and ad-hoc programme reports, updates and financial analyses.</li><li>• To manage day-to-day compliance tasks (such as checking of and/or submission of financial returns).</li><li>• To assist committees, steering and working groups to help deliver strategic projects.</li><li>• To work with the wider Academy and the other UK national academies where relevant on specific projects and initiatives, to ensure a joined-up approach.</li><li>• To provide support for other Academy activities as requested from time to time.</li></ul> |
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# Person Specification

Candidates are advised to read the person specification carefully and to **only apply if they can demonstrate experience in relation to the essential criteria.**

Criteria marked with a (\*) will be assessed at the written application stage.

POST:	International Programmes Manager
DIRECTORATE:	Research
Requirements	
Experience, Knowledge & Qualifications	<ul style="list-style-type: none"> <li>○ Undergraduate degree or equivalent qualification, ideally in a humanities or social sciences discipline*</li> <li>○ Strong financial skills, with experience of budget planning, monitoring, interpreting and reporting financial data*</li> <li>○ Experience of working with committees/expert panels/steering groups*</li> <li>○ Experience of working on ODA programmes*</li> <li>○ Experience of the development and improvement of programmes</li> <li>○ Experience of working in a team environment*</li> <li>○ Experience of managing staff in an office environment (<i>desirable</i>)*</li> <li>○ Knowledge of the UK and international research landscape*</li> <li>○ Demonstrated knowledge of the UK higher education system*</li> </ul>
Skills	<ul style="list-style-type: none"> <li>○ Highly organised with excellent time management skills</li> <li>○ Strong analytical and problem-solving skills</li> <li>○ Excellent interpersonal skills, able to communicate effectively with people at all levels and offer appropriate advice</li> <li>○ Experience of working independently with excellent attention to detail</li> <li>○ Ability to work on own initiative, plus lead and direct a team</li> <li>○ Flexible, pragmatic and a problem solver</li> <li>○ High level of literacy and numeracy</li> </ul>

	<ul style="list-style-type: none"> <li>○ Demonstrable ability to meet deadlines whilst under pressure with accuracy and attention to detail</li> <li>○ Strong IT skills and the capability to learn new IT skills readily</li> </ul>
Personal style and Behaviours	<ul style="list-style-type: none"> <li>○ Maintains, demonstrates, and expects high levels of honesty and integrity</li> <li>○ Confident, enthusiastic, pro-active open-minded attitude to work</li> <li>○ Professional and confident approach when dealing with a variety of people</li> <li>○ Responsive, flexible, and willing to work across a range of tasks within changing priorities</li> <li>○ Positive attitude to challenges and co-operation with colleagues</li> <li>○ Personal commitment to the values, vision and objectives of the organisation</li> <li>○ Support for the British Academy's organisational values (collaboration, creativity, empathy, excellence, integrity, resilience and respect)</li> </ul>
Other Requirements	<ul style="list-style-type: none"> <li>○ Commitment to high quality service and efficiency in all aspects of the organisation's operations</li> <li>○ Demonstrates commitment to equality, diversity and inclusivity</li> <li>○ Willing to travel on British Academy business, both within UK and overseas</li> <li>○ Able to be flexible about working location and hours, on occasion</li> </ul>

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# Terms and Conditions of Employment

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Please note that these terms and conditions are for **information purposes only**.

## Position

International Programmes Manager

## Location

[10-11 Carlton House Terrace](#)  
[London](#)  
[SW1Y 5AH](#)

## Remuneration

£36,100 per annum

## Hours of work

35 hours - Monday to Friday

## Annual Leave

34 days (not including 8 bank holidays)

## Our benefits package includes:

- a defined benefit pension scheme
- interest-free season ticket loans
- interest-free bicycle loans
- a stunning, Grade I listed building
- 34 days of annual leave, not including bank holidays
- enhanced employee policies
- flexible working and core hours policies
- annual pay awards
- social activities
- hybrid working

# Key Dates

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<b>Closing date for completed applications</b>	<i>12 noon, Monday 25 July 2022</i>
<b>Shortlisted candidates to be informed</b>	<i>Thursday 4 August 2022</i>
<b>Interviews to take place</b>	<i>Tuesday 23 August 2022</i>