

**Academic Partnership Manager – Predominantly UK Collaborative Provision  
(AC2/Grade 7)**

Fixed Term for 2 years

Off-Campus Division

Ref: OCD-020/A

**Salary in the range of £34,956 - £40,523 per annum**

Closing date for applications is **12.00 noon on Tuesday 19 September 2017**

Interviews are expected to take place within 4 weeks of the closing date.

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The University of Bolton has a number of well-established collaborative provision partnerships with Further Education Colleges, and Private Providers in the North West and the rest of the UK. All of these are expanding and we are also adding to our portfolio with selected new partnerships. The Off-Campus Division provides a Central Partnership Development and Management function and we are now looking to appoint a Partnership Manager to lead and co-ordinate a number of our activities. It is likely that the role could expand to managing one or more of our International Partnerships in the future. Although principally an administrative, partnership management and customer centred role, the role-holder will be expected to contribute in due course to the development of a range of partnership activities and aspirations within the division.

The key duties of the role-holder will be to manage the operations of the partnerships, acting as the main point of contact for managers at the partner, and co-ordinating the running of the programmes with University subject specialists and partner programme managers.

The role also involves co-ordinating and leading the ongoing development and enhancement of operations, teaching and learning in conjunction with the subject link tutors.

You must have had experience of studying, working and preferably teaching in the higher education sector – with proven project management skills. Ideally you will have worked in a UK Further Education or Private Provider higher education environment. You should be an excellent communicator, solution driven with a proven ability to work both individually and as part of a team. You should have a degree in a relevant subject area and be familiar with higher education teaching, assessment and quality assurance procedures.

The successful candidate should demonstrate an awareness of current developments and priorities in University collaborative provision as well as being able to facilitate the creation and maintenance of a range of partnerships in a variety of locations.

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An application form, job description and person specification can be viewed on our website: <http://www.bolton.ac.uk/Vacancies> or requested by email: [jobs@bolton.ac.uk](mailto:jobs@bolton.ac.uk). Alternatively, please telephone our 24 hour answering service on extension 3579 (Please leave your home address details). Please remember to quote the position reference number.

Applicants need to be aware that only a completed application form will be considered, unless it is specifically indicated in an advertisement that a CV will be accepted. Where appropriate,

you should include a list of all publications when submitting your application. Please ensure you quote the position reference number on all documentation submitted.

If an applicant is interested in more than one vacancy, a separate application form must be submitted for each vacancy to ensure that the individual role requirements are addressed.

Candidates must be eligible to work in the UK, for more information please visit <https://www.gov.uk/check-uk-visa>. No agencies.

\*Please note, the university reserves the right to shorten/extend the closing date of any position where a high/low volume of applications are received.

*The University of Bolton strives to achieve equality of opportunity*