

Partnership Coordinator

Department:

Off Campus Division
Ref: OCD-034/P
2 Year Fixed Term Contract

Salary:

Grade 5
Salary in the range of £25,217 –
£30,046

***Closing date for applications:**

**12:00 noon on Friday 12 March
2021**

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

A job description and person
specification can be viewed on our
website:

[https://www.bolton.ac.uk/staff-
area/professional-services/about-
hr/vacancies/](https://www.bolton.ac.uk/staff-area/professional-services/about-hr/vacancies/)


or requested by email:

jobs@bolton.ac.uk.

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.



Are you interested in developing a career in partnership working? Do you see yourself as someone who can work hard to complete day to day tasks whilst keeping an eye on contributing to the growth of a vibrant Division?

The Off Campus Division of the University of Bolton manages the partnership work of our growing University. As the University rises in the UK HE rankings, the Off Campus Division makes sure that students who study UoB qualifications at one of our valued UK or international partner institutions receive an equivalent quality of educational experience. Our success in developing quality-driven partnerships means that we are expanding, bringing in new team members to support our increasing range of activities.

You may be a recent or new graduate, or you may be developing your career. You will be enthused by the idea of a dynamic work environment and be excited by the challenges of diversity and finding common ground. You will be super-organised, hard-working, digitally literate with great communication skills, ready to roll up your sleeves to tackle tasks – from making the tea (we all do it!) to talking to Senior Managers in large organisations. You must be intuitive, self-aware and approach challenges with a sense of humour, determination; integrity and authenticity. In return, we can offer an immersive experience in HE systems and processes, staff development, involvement in research projects and initiatives and of course, training will be given.

Our Partnership Co-ordinators are the foundation of our partnership teams. International travel may form part of your workload and we may need flexibility from you – this is not a strict 9-5 job, but we can promise that no two days are the same and the team that you will be part of will be working with you to develop you and the Division.

If you think you may be who we are looking for, download the detailed job specification from the link to the left and send a CV and covering letter to jobs@bolton.ac.uk telling us how you meet the role requirements and what you have been doing that shows you are interested in Higher Education, global themes, hard work and being part of a great team.