



Oriel College

UNIVERSITY OF OXFORD

JOB DESCRIPTION

Job Title	Director, International Programmes & Partnerships
Department	Treasurer's Office
Location	Oriel College, Oriel Square, Oxford OX1 4EW
Salary	£55,000- £60,000 depending on experience
Hours of work	36.5 hours per week – open to part-time 0.8FTE
Contract type	Permanent
Reporting to	Treasurer
Key internal stakeholders	Governing Body Senior Management Team Tutors and academic colleagues Professional staff within Academic & Domestic Offices International Programmes & Partnerships Advisory Panel
Key external stakeholders	Partner Universities Commercial Partners
Direct reports	Administrator (1 FTE) Deputy Director (1 FTE) Fixed-term staff employed to support programme delivery, including Delegate Advisors and Tutors

Overview of the Role

The Office of International Programmes & Partnerships is responsible for Oriel College's academic programmes and initiatives for non-matriculated international students. The current portfolio includes:

- ***Oriel Summer Institute***
<https://summerinstitute.oriel.ox.ac.uk/>
- ***Oriel Visiting Students Programme***
<https://www.oriel.ox.ac.uk/study-with-us/undergraduates/visiting-students-programme/>
- ***Tailored programmes for partner universities***, an example of which is profiled here:
<https://www.oriel.ox.ac.uk/news/oriel-partners-with-germanys-largest-university-to-deliver-energy-programme/>
- ***Associate Membership model***, delivered in partnership with the Washington International Studies Council (WISC) to provide access to the collegiate environment for students on the Oxford Study Abroad Programme (OSAP).

The Director of International Programmes & Partnerships will provide strategic leadership, commercial oversight, and operational management for this portfolio. Working closely with the Treasurer, academic colleagues, professional staff, and the International Programmes & Partnerships Advisory Panel, the postholder will ensure that Oriel delivers distinctive, academically rigorous, financially sustainable, and student-centred programmes.

A central function of the role will be to grow the College's international programme activity, particularly through high-quality tailored academic programmes developed in partnership with overseas universities. The Director will be expected to identify new opportunities, nurture existing relationships, represent the College externally, and ensure that all programmes are delivered to a standard consistent with Oriel's academic reputation and collegiate values.

The Director is a member of the College's Senior Management Team.

Main Duties and Responsibilities

Strategic and commercial leadership

- Develop and deliver the strategy for Oriel's international and non-matriculated academic programmes.
- Grow the portfolio, particularly through tailored short programmes for international partner universities.
- Identify new opportunities, assess their academic, operational, and financial viability, and advise the Treasurer accordingly.
- Own the portfolio budget, including income forecasting, pricing, expenditure control, delivery against agreed financial targets, and liaison with the Financial Controller.

Programme delivery and quality

- Oversee the design, planning, delivery, and evaluation of all programmes in the portfolio.
- Manage the end-to-end student journey, including enquiries, admissions, onboarding, programme delivery, student support, feedback, and post-programme engagement.
- Work with tutors, academic colleagues, and external contributors to develop academically credible and attractive programmes.
- Ensure programmes deliver an exceptional student experience and reflect the standards expected of Oriel College.
- Maintain appropriate quality assurance processes and use feedback to improve provision.

Partnerships and representation

- Maintain and develop relationships with partner universities and other suitable organisations.
- Represent Oriel College to senior international partners, prospective partners, students, parents, sponsors, and external stakeholders.
- Host visiting delegations and represent the College at relevant conferences, events, and partnership meetings.

- Develop proposals and programme models for prospective partners.
- Undertake international travel as a core part of the role, currently including travel to China, the United States, and Europe.

Operations, compliance, and people management

- Ensure programmes are delivered efficiently, safely, and in compliance with College policies and relevant legal, regulatory, safeguarding, data protection, welfare, health and safety, contractual, and financial requirements.
- Work closely with colleagues across finance, academic administration, accommodation, conferencing, student support, communications, and operations.
- Line manage the Deputy Director and Administrator, setting priorities and ensuring accurate, timely, compliant, and student-centred delivery.
- Report termly to the International Programmes & Partnerships Advisory Panel and prepare papers or updates for other College bodies as required.

Selection Criteria

Essential

- Educated to degree level (in any discipline)
- Skilled relationship-builder, credible when representing an institution to senior external partners.
- Student-centred and service-oriented, with a commitment to academic quality and participant experience.
- Proven experience designing and delivering high-quality programmes, products, services, or partnerships.
- Strong cross-cultural awareness and willingness to undertake substantial international travel.
- Commercially astute, taking full financial responsibility for programmes ensuring clear budgeting and control of sustainable financial growth,
- Strong organisational and administrative capability, with sound judgement under pressure.
- Experience managing staff or coordinating the work of others.
- Excellent written and oral communication skills.

Desirable

- Postgraduate degree or relevant professional qualification.
- Experience in higher education, international education, study abroad, summer schools, executive education, short-course provision, or a comparable environment.
- Experience developing or managing partnerships with universities or companies located overseas.
- Understanding of marketing, student recruitment, or business development.
- Experience of student welfare, pastoral support, or duty-of-care responsibilities.

About Oriel

Oriel College is the 5th oldest Oxford College of the 39 self-governing and independent colleges within the University of Oxford and the oldest Royal Foundation; this year we are celebrating our 700th Anniversary.

Described by our students as 'the perfect size', with around 600 students we're slightly smaller than the average Oxford college, and our community is tight knit and friendly. Oriel brings together a world-class academic community of leading teachers and researchers with high-achieving and motivated students, underpinned by around 120 people working in the professional support teams.

Located in the middle of Oxford in beautiful buildings, the College has a rich history and has been home to Saint John Henry Newman, St Thomas More, Sir Walter Raleigh, and two Noble Laureates, amongst many other influential thinkers.

For more information about Oriel College, please visit: www.oriel.ox.ac.uk.

Pre-Employment Screening

All appointments are subject to proof of the candidate's legal right to work in the UK and receipt of satisfactory references.

You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Data Protection

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with GDPR and related UK data protection legislation.

The College exists to promote excellence in education and research and is actively committed to the principle of equality of opportunity for all suitably qualified candidates.

Employee Benefits*

- 38 days holiday (including bank holidays)
- Pension scheme
- Membership to SCR
- Private medical insurance (for applicable roles Band 8 and above)
- Employee Assistance Programme
- Free lunch on each day worked (when the kitchen is open)
- Travel loan scheme (bus, train and bike)
- Car purchase scheme
- Free eye tests and a contribution towards new lenses/glasses if your prescription has changed (for VDU users)
- Flu jab
- Staff social events
- Free entrance to The University of Oxford Botanic Gardens
- Free entrance to Harcourt Arboretum
- Free membership (via application) to Wytham Woods
- Free access to visit the 45 Colleges that make up Oxford University plus University Libraries
- Free membership of the University Club (social, sporting and hospitality club)
- Free entrance to University museums

Retail

- 10% discount at Ashmolean Museum Café and shop
- 10% discount at Bodleian Library shop
- 10% discount at OUP bookshop
- 15% off at Blackwell's bookshop in Oxford
- Discounts online and in local shops via following the link <https://hr.admin.ox.ac.uk/discount-codes>
- Discounts on over 100 national brands by applying for a FREE TOTUM Discount card
- Discount on retail, food and fitness via applying for a UNiDAYS account
- Discount on retail, food and fitness via applying for a Student Beans account
- Discount at Howdens Oxford quoting Oxford University

Fitness

- Discounted membership to University sports facilities, Iffley Road
- Discounted membership to the University Club, Mansfield Road (social, sporting and hospitality club)
- Up to 30% discount at various gyms via student membership app UNiDAYS

Healthcare

Discounted private healthcare via Eduhealth <https://www.eduhealth.co.uk/oxford-university>

IT Software

- Free Office 365 software download on up to 5 devices
- Free antivirus software

Training and Development

- Free access to hundreds of online training courses

*Please note that with the exception of holidays and pension provision, the benefits listed are non-contractual and may be subject to change or withdrawn.