



Manager: Education and Operations

Senior management opportunity with the Worldwide Universities Network (WUN).

WUN brings together 24 leading comprehensive research universities in a collaborative partnership to advance research and education on major global challenges. Capitalizing on the geographical and cultural diversity of members across six continents, WUN enriches their shared experience, and brings together distinctive constellations of talent to address problems of real significance.

We are looking for an entrepreneurial, hard-working, dedicated and experienced manager to oversee our portfolio of education programs, to provide operational leadership, and help coordinate network research projects as part of our small secretariat team.

Day-to-day work will be performed primarily remotely, and can be done from anywhere in the United Kingdom. Candidates must already have the legal right to work in the UK.

Applicants should send a cover letter detailing their suitability for the role, along with their CV, to info@wun.ac.uk no later than 17:00 UK time on 2 September 2022.

Position title: Manager: Education and Operations

Responsibilities

Education

- Coordinates and administers activities within the Education Portfolio of WUN including:
 - Virtual study abroad / shared courses
 - Summer schools
 - Student webinars
 - Working groups
 - Other undergraduate and postgraduate engagement projects
 - Liaises with member university contacts to implement Education Portfolio activities
 - Liaises and builds partnerships with external organisations/individuals to support the success of Education Portfolio programs.
 - Provides leadership and support for WUN Special Projects.

Operations

- Provides operational leadership and delivers administrative services for the organisation.
- Assists in managing the Secretariat workplan, standard operating procedures, member onboarding, and terms of reference for various internal groups.
- Team lead for WUN events, both online and in-person, from organisation to implementation.
- Administers the WUN collaboration platform, promoting the tool and providing support to the Secretariat and users for its successful ongoing implementation.
- Prepares briefing packs, reports and papers, and undertakes research on issues relevant to the advancement of the organisation.
- Schedules the annual cycle of meetings and assists in the drafting of agendas and other associated administrative tasks.
- Procures and liaises with external service providers.
- Provides basic budget administration, budget tracking and preparation, with the ability to create and manage Excel spreadsheets.
- Liaises with the Coordinators Group and facilitates information exchange between the Secretariat and the Group.
- Coordinates new member and governance group representative orientation processes, and implements orientation for new Coordinators.
- Provides other support to the Executive Director and Head of Secretariat as requested.

Research

- Coordinates and administers WUN early career researcher initiatives.

- Assists in the management of the WUN Research Portfolio (Global Challenge Steering Groups, Global Challenge Chairs Committee, Research Projects and Research Consortia).
- Plays a key role in supporting the monitoring and evaluation of WUN research.

Selection criteria - skills and experience

- Management-level experience in areas of higher education relevant to the role required.
- Experience delivering services to undergraduate and postgraduate students a plus.
- Experience working with HE research, researchers, and the monitoring and evaluation of research projects.
- Excellent communication skills (written and oral), professionalism, cultural sensitivity, tact, integrity, discretion and diplomacy.
- Self-motivated with an ability to work both independently and as a part of a global, multicultural team. Must be flexible, resourceful, entrepreneurial, and reliable, with the ability to work unconventional hours and travel when necessary.
- Advanced organisational skills with exceptional attention to detail.
- Ability to anticipate needs, exercise initiative, be self-taught, and to deal with politically sensitive and confidential matters appropriately.
- Advanced proficiency in administrative tools including Microsoft Office (including Excel), teleconferencing/webinar platforms, database (Knack), grant management (Foundant GLS), listserv, service procurement (UpWork), and others. Absent existing expertise with any of these platforms, an ability to achieve proficiency quickly through self-direction is required.
- Experience with, and understanding of, global university networks highly desirable.

Selection criteria - training and qualifications

- Postgraduate university degree in a relevant field required.
- Minimum of 5 years of relevant work experience in higher education required. Management experience within a regional or global university network an advantage.
- Fluent (oral and written) in English. Additional languages, particularly those represented in the network, an advantage.
- Willingness to work remotely. The candidate may be based anywhere the United Kingdom, and must have the legal right to work in the UK.