

Job Profile

Job title	Regional Manager Europe and UK Agents		
Division/dept	Recruitment. d'Overbroeck's and Oxford Tutorial College		
Salary	£30K per annum plus bonus		
Working hours	40 hours per week	Start date	Immediate
Annual leave	33 days including public holidays per annum pro rata		
Reports to	Regional Recruitment Director, EMEA	Location	Greenwich/Oxford
Job purpose			
<p>To deliver Oxford International Education Group's recruitment objectives in Europe and through the UK based agent networks through the implementation of sales and marketing activity plans. The role requires exceptional interpersonal skills including the ability to build strong internal and external relationships, the ability to communicate clearly and concisely across a diverse set of audiences, negotiation and influencing skills. The successful candidate will be enthusiastic, target-driven, and a strong team player with a flexible approach to work. The role will involve extensive recruitment travel through Europe and the UK with potential trips to other regions as required.</p>			

Main duties and responsibilities

- To work with the Regional Recruitment Director, EMEA, the Global Recruitment Director for Schools and Regional Manager for Europe to achieve recruitment targets in Europe and through UK based agents.
- To work with colleagues across Marketing and Student Recruitment to develop particular priority markets and accounts in Europe and the UK for d'Overbroeck's and Oxford Tutorial College, and to prepare and implement regionally-focused activity plans.
- To build effective working relationships with the schools colleges and deliver collaborative recruitment activities to achieve enrolment targets.
- To develop a strong understanding of Oxford International's brand identity including: overall brand positioning, individual brand messaging, programme propositions and the unique positioning, provision and strengths of the schools with a view to promote our key services to students, parents, agents and other institutions in Europe and the UK.
- To be fully conversant with the admissions and UKVI policies and procedures to ensure that all recruitment activities are compliant.
- To attend recruitment events and advise/counsel student enquirers/applicants.
- To drive effective relationships including the management of existing agents in Europe and UK, identifying potential new representation and offering training for our partners. With direction from the Regional Recruitment Director and in collaboration with colleagues from across the Marketing and Student Recruitment department, to support effective communications across the company's network.
- To provide comprehensive reports on regional visits, to disseminate these reports appropriately within the organization, and to ensure that market intelligence gained through recruitment activity is fed back to colleagues within the Marketing and Student Recruitment Department for schools to inform future activity and the development of new products and services.
- To work collaboratively with other colleagues in the recruitment team in disseminating and providing training for staff across the schools who are engaged in student recruitment activities.

Person specification	
Essential	
<i>Statutory requirements</i>	<ul style="list-style-type: none"> • Eligibility to live and work in in the UK • Undergo an Enhanced DBS disclosure check or overseas equivalent
<i>Qualifications</i>	<ul style="list-style-type: none"> • Educated to degree level
<i>Experience and knowledge</i>	<ul style="list-style-type: none"> • Experience of working collaboratively with other departments to ensure the delivery of an effective student recruitment strategy • Experience of using database systems and CRM for student recruitment • Knowledge of the international education sector would be an advantage
<i>Skills and abilities</i>	<ul style="list-style-type: none"> • Experience of working collaboratively with other departments to ensure the delivery of an effective student recruitment strategy • Excellent communication skills • Plans, prioritises and organises work to achieve objectives on time • Works collaboratively in a team and where appropriate across or with different professional groups • Ability to undertake business travel of up to 20 weeks a year in the UK and work some evenings and weekends as and when requested • Knowledge of European languages would be desirable but not essential
<i>Personal qualities</i>	<ul style="list-style-type: none"> • Has a highly organised approach to work • A positive, 'can-do' approach to work • Flexible and able to adapt to changing priorities • Committed to producing the work of the highest standard and to deadlines • Resilience and tenacity

This job description is provided as a guide to the role. It is not intended to be an exhaustive description of duties and responsibilities and may be subject to periodic revision.