



Programme Director (Mobility Programmes) - Maternity Cover

POSITION OVERVIEW

Department	Any
Location	London, Devon House (St Katherine Docks)
Term	Full time; Fixed Term (9 months maternity cover; potentially extendable)
Salary	£40,000 - £48,000 per annum
Benefits	Generous benefits package including 25 days holiday allowance pro rata (plus Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
Start	As soon as possible

The role

The New College of Humanities at Northeastern wishes to appoint a Programme Director for Mobility Programmes (maternity cover). The appointee will lead on and manage the academic delivery of current and upcoming mobility (study abroad) programmes, working with academic and professional members of the College community to uphold an excellent, integrated student academic experience.

As an academic lead for a programme or programmes, the successful candidate will collaborate with the Academic Director of Mobility Programmes (and relevant colleagues) to:

- Provide the programme(s) with academic programme identity and coherence.
- Update existing student and faculty academic handbooks, liaising with academic and professional colleagues to clarify processes as well as policies.
- Inform and induct course leaders and faculty, coordinating with them to ensure academic coherence and quality across the programme.
- Oversee a process to ensure that course syllabi, timetables, and VLE pages align

with programme requirements, initiating adjustments and sharing good practice as appropriate.

- Hold regular meetings with course leaders and other faculty to ensure appropriate teaching standards are upheld.
- Oversee the academic experience of students on the programme, by welcoming and inducting them before the start of the semester as well as by holding weekly Programme Director office hours, being responsive to student concerns and by escalating wider-ranging concerns to other academic and professional staff as appropriate.
- Participate in programme review meetings and processes.
- Participate in other activities commensurate with the role.
- Possibly contribute to teaching as appropriate.

We particularly encourage applications from those with an interest in innovative teaching, learning and assessment; those with experience of supporting a wide variety of students; and those belonging to groups underrepresented in UK higher education. We are open to appointing on a reduced fraction/job-share basis subject to our business needs.

About the College

Founded in 2012, New College of the Humanities has established itself as a prestigious higher education institution based in the heart of London. After becoming part of Northeastern University's global network in early 2019, the College has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moved to a new, state-of-the-art campus in 2021. NCH continues to grow further expanding its student cohort, courses, network and opportunities.

Additional Information

Enquiries

Informal enquiries may be made to Dr Riyukta Raghunath at riyukta.raghunath@nchlondon.ac.uk. However, all applications must be made in accordance with the application process specified.

Application Process

Applications should be made via [this link](#) by 20:00 on 30 June 2022. Please reference your application “**PDM522**”.

Please ensure that your application includes a CV and **dossier** (alternatively, an equivalent cover letter) that sets out concisely and in ways relevant to this role: (a) your achievements and challenges in the last 12-months, and in your career to-date, in education; (b) what your priorities would be in performing the advertised role; (c) what your objectives are for your future career; (d) a statement of your approach to education.

Participation in the equal opportunities section is encouraged, but voluntary. Applications are welcome from all sections of the community and will be judged on merit alone. We welcome applications from underrepresented groups. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

Person Specification Criteria

- PhD and/or appropriate qualifications and significant experience in leadership and management
- Demonstrable experience of learning, teaching, pedagogy and scholarship in areas relevant to the Programme(s). STEM subject experience is desirable but not essential
- Experience of nurturing relationships with key stakeholders, including partner university
- Experience of mobility or study abroad programmes and an international student-body
- Experience of successfully coordinating a diverse team of staff
- Evidence of excellent communication and interpersonal skills
- Excellent IT skills and evidence of supporting the integration of technologies into learning, teaching and scholarship
- Experience of designing effective academic provision which effectively delivers integrated curricula and assessment, ideally within a programme setting
- The ability to engage confidently and competently with academic and wider professional communities and the willingness to participate in engagement activities which develop the reputation of the relevant programme within the sector
- Experience of active contribution to academic administration including an understanding of the regulations, guidelines and/or codes of practice which relate to the role, and the implications of non-compliance
- Working knowledge of the work of others inside/outside of the University relevant to the subject area and/or programme

PROGRAMME DIRECTOR (MAT COVER) JOB DESCRIPTION

- Proven ability to foster and embed a strong student-focused culture in a programme
- Knowledge of managing budgets