Job Description

Global Recruitment Manager

Job Information

Grade	8	**Cost Centre**	47500
Faculty or Centre	UoP Global	**Department or Service**	University of Portsmouth Global
Responsible to:	Associate Director	**Responsible for:**	Senior Global Officer (Recruitment) Global Officer (Recruitment) Sponsor Liaison Officer Regional Staff x 3 (Pakistan/MENA) Recruitment Adviser (Türkiye) Recruitment Adviser (Vietnam)

Our mission and Values

Our mission is to create, share and apply knowledge to make a difference to individuals and society. This is underpinned by our values – AMBITIOUS, RESPONSIBLE and OPEN. Learn all about our strategy at www.port.ac.uk

Our success depends on the capabilities and drive of our community of staff. We will encourage your creativity and innovation and work hard to foster a culture where we all feel passionate about delivering our vision to be a top-25 UK University, internationally recognised for excellence through our connection with our students, communities and society by 2035.

Job Purpose

To support the Associate Director (UoP Global) in the development and delivery of the University's international student recruitment strategy across designated markets, including (but not limited to) Europe, CIS, MENA, Türkiye, Vietnam and the Americas, as well as sponsorship channels.

The postholder will lead and manage specific regional and country-based recruitment teams, providing strategic direction, performance oversight and professional development to ensure the successful delivery of recruitment objectives. They will be responsible for monitoring market performance, analysing trends and market intelligence, and working with colleagues across UoP Global and the wider University to continuously review and refine recruitment strategies, identify growth opportunities and enhance student recruitment outcomes across their portfolio of markets.

Key Job Responsibilities

This provides an outline of the range and depth of key responsibilities it is not intended to be a comprehensive list of all

1.	Lead and coordinate international student recruitment activity across designated global markets, working closely with regional and country-based teams to deliver agreed recruitment plans, achieve student recruitment targets and support sustainable market growth.
2.	Provide effective leadership and line management for regional and country-based staff, including objective setting, performance management, coaching, mentoring and professional development, ensuring high levels of individual and team performance.
3.	Monitor, evaluate and analyse recruitment performance across the full student journey, including applications, offers, deposits, CAS issuance and enrolments, identifying trends, risks and opportunities and recommending appropriate interventions to improve outcomes.
4.	Oversee the planning and delivery of recruitment activity within designated markets, including education agent engagement, recruitment events, institutional visits, partner activity and other market development initiatives, ensuring alignment with strategic recruitment objectives.

5.	Develop and maintain strong relationships with key external stakeholders, including education agents, government sponsors, scholarship bodies and institutional partners, to enhance market presence, identify new opportunities and support recruitment growth.
6.	Work collaboratively with colleagues across UoP Global, Admissions, Marketing, Operations, Faculties and Professional Services to support recruitment, conversion and enrolment activity, ensuring effective communication, information sharing and resolution of operational issues impacting recruitment performance.
7.	Provide market intelligence, forecasting and management information to support strategic decision-making, including reporting on recruitment activity, competitor developments, market trends, emerging opportunities and risks across international territories.
8.	Represent the University at national and international recruitment events, partner meetings and strategic engagements, while supporting the Associate Director through deputising, attendance at internal and external meetings, and contributing to the development and delivery of international recruitment strategy.
	Additional Expectations • To participate in and contribute to a performance & development review (PDR), ensuring that the work produced is in line with the Department/University aims • To contribute to university-wide activities such as Graduation, Open days and Freshers week. • To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management • To uphold the University's values of being ambitious, open and responsible, in an inclusive working environment that promotes dignity and respect. • Provide support to colleagues and carry out other appropriate duties as required.

Critical Working Relationships

- Associate Director (UoP Global)
- Director of UoP Global
- UoP Global colleagues (Portsmouth, London and overseas)
- Global Admissions
- Global Marketing
- Global Operations
- Regional and country-based recruitment colleagues
- Colleagues in Marketing and Student Recruitment (London)
- Associate Deans (Global Engagement)
- Faculty colleagues
- Other UoP colleagues, as may be required
- Overseas representatives and education agents
- Government sponsors and scholarship bodies
- External organisations including British Council, BUILA, London Higher and others

Person Specification

	Essential Criteria To be successful in this role you will have…	Category	How Assessed?
1.	Substantial experience of international student recruitment within higher education, with strong knowledge of global recruitment markets, trends and international admissions processes.	Role Specific Knowledge	Application & Selection
2.	Experience of managing and coordinating recruitment activity across multiple international markets and working effectively with geographically dispersed teams.	Role Specific Knowledge	Application & Selection
3.	Strong knowledge of education agent management and experience of working with international recruitment partners to deliver recruitment objectives.	Role Specific Knowledge	Application & Selection
4.	Proven experience of leading and developing staff, including performance management, objective setting and talent development.	Skills & Experience	Application & Selection
5.	Experience of analysing recruitment data, performance metrics and management information to inform planning, forecasting and decision-making.	Skills & Experience	Application & Selection
6.	Excellent communication, presentation and relationship management skills, with the ability to influence and engage a wide range of internal and external stakeholders across cultures.	Skills & Experience	Application & Selection
7.	Strong organisational and project management skills, with the ability to manage competing priorities and deliver results in a complex international environment.	Skills & Experience	Application & Selection
8.	Educated to degree level (or equivalent experience), with experience of working in diverse cultural settings and willingness to undertake international travel as required.	Qualifications/Training	Application & Selection

Job Hazard Identification

	Please use the Job Hazard Identification Document and list those likely to be encountered in this role	View Job Hazard List

• Manual Handling (of loads/people) • Display screen equipment	• Workplace stressors (e.g. workload, relationships, job role etc) • International Travel/Fieldwork

Completion and Approval

Date Prepared	Oct 2026	**Prepared by:**	Paul Langford
Date Approved:	Oct 2026	**Approved by:**	Emma Payne
Next Review Due			
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