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| TRINITY COLLEGE LONDON | Job Description |
| JOB TITLE: | Qualification Recognition Lead |
| Accountable to: | Lead Academic, Language (Europe) |
| Staff managed: | Qualifications Recognition Manager and recognition consultants |
| PURPOSE OF THE JOB | |
| <p>Trinity College London is one of the world's most respected exam boards. Every year, 850,000 people in 60+ countries take our assessments and we're one of only two Home Office-approved providers of Secure English Language Tests (SELT) for UK visas.</p> <p>Recognition is the commercial underpinning of any product or test and is an integral part of the value proposition Trinity College London offers to the market.</p> <p>As Qualifications Recognition Lead, you lead your team and organisational colleagues in advancing the recognition footprint of Trinity's exams; the main focus will be on English language qualifications (such as GESE and ISE), although will incorporate the wider qualifications portfolio.</p> <p>You will need to be a strategic thinker who is self-motivated and tenacious. Ideally, you'll have worked in international higher education, and/or will have experience of persuading and lobbying a range of stakeholders, from gate-keepers and middle managers to senior sector figures.</p> | |
| KEY ACCOUNTABILITIES & TASKS | |
| <ul style="list-style-type: none"> • Ongoing revision and implementation of qualifications recognition strategy, covering international recognition across the full suite of language products • Support recognition efforts in all Trinity markets – specific targets including UK, USA, New Zealand, Australia and Canada. • Identify and fulfil governmental / political level opportunities for regional / national recognition • Present academic and operational arguments for Trinity tests, specifically ISE, to relevant stakeholders • Attend relevant conferences and industry events- e.g. BALEAP, other University and EAP conferences to present and network with the target market • Move universities from recognition to website listing, to actual use of Trinity qualifications • Support to individual institutions in recognition and listing process, collaborating with relevant departments • Collaborate with academic language team in developing persuasive arguments and supporting materials for marketing and recognition purposes | |

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| <ul style="list-style-type: none"> • Ongoing collaboration with business development teams, aligning recognition efforts with commercial drives • Contribution to company-wide initiatives and programmes where relevant |
| JOB RELATED KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED FOR THE POST |
| <p>Essential:</p> <ul style="list-style-type: none"> • Thorough knowledge of universities, particularly in the field of international student recruitment and language requirements. • Thorough knowledge of the EAP sector • Detailed knowledge of competitor landscape for English Language Proficiency testing • Proven experience of team management and strategy development • Project management skills and the ability to develop systems for monitoring and reporting progress • Experience of presenting at a senior level <p>Desirable:</p> <ul style="list-style-type: none"> • Has an existing network of university contacts |
| CONTACTS : INTERNAL AND EXTERNAL |
| <ul style="list-style-type: none"> • Academic lead – language; wider academic teams • UK Business Development and Academic marketing functions • Sector strategy and sector support departments |
| FINANCIAL PARAMETERS |
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