

LINCOLN COLLEGE GROUP

JOB DESCRIPTION

JOB TITLE & NUMBER

CS0366P: International Coordinator

SALARY

£27,153 - £30,727 per annum

GRADE

CSS Scale 5/6

HOURS

37.5

REPORTING TO

Director of International Operations

DEPARTMENT

International

LOCATION

Lincoln

BE READY...

Job Purpose:

To assist in the day-to-day administrative support of the department, mobilise staff, process international applications as per UKVI regulations, support the development of bids and delivery of activities. To coordinate and develop bids for student mobility projects. To provide high quality customer service to students, parents, visitors, external partners, tutors and managers. Coordinate the host family provision and student allocation / pairing thereof. Ensure compliance by working accurately to tight deadlines departmental, UKVI and student mobility requirements. To develop systems and practices to add value to the section, the wider team and college.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To undertake a range of administrative activities required in connection with the running of the department.
2. To act as a first point of contact for the department e.g. staff, students, customers, parents, employers, international partners and members of the public and deal with enquiries received by email, telephone and by personal callers regarding the courses and services offered by the department.
3. To coordinate the department's host families provision: liaising with families, allocating students, maintaining standards and safeguarding policies and supporting students in the absence of their course tutor.
4. To support the Student Visa applications to the College and travel visas for staff.
5. To produce, monitor and maintain records and processes as required by the UKVI and college.
6. Support the College's international staff in the UK and abroad.
7. To effectively use information technology to manage all forms of communication, minutes, documents and files as required while maintaining a standard format for all correspondence within the department and in line with College policy and external stakeholders / agencies.
8. To be responsible for the maintenance of files (physical and digital), updating as required by college and external stakeholders.
9. To be responsible for ordering supplies as required by budget holder.
10. As directed, to provide administrative support throughout the department or other areas of the College in the case of absence of other staff, or as workload circumstances necessitate.
11. To participate fully in the cohesion of the International Team.
12. To open and sort post / emails and deal with matters including correspondence arising within prescribed guidelines.
13. To attend staff meetings as and when required, as either a participant or note taker.
14. To attend project meetings in relationship to student mobility and to work with academic departments to develop opportunities to enter into the annual bid.
15. Support the college in delivering the student mobility activities by administrative support and maintenance of funding tracking reporting via the required method.
16. To adhere to policies and procedures of the College.
17. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
18. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
19. To maintain quality standards, appropriate to the post.
20. To conform with the Health and Safety requirements relevant to the post.
21. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

Knowledge		PSM
1	Good knowledge of administration systems.	A/I
2	NVQ Level 3 Business Administration or equivalent.	A/I
3	Knowledge of Government Immigration regulations.	A/I

Skills/Abilities – Interpersonal		PSM
4	The ability to work in a non-discriminatory manner.	A/I
5	The ability to communicate (orally and in writing) at all levels internally, externally and internationally with a range of stake holders.	A/I
6	The ability to follow and maintain compliance of Government policies (i.e. UKVI).	A/I
7	The ability to work on own initiative within guidelines from Administrative Officer Manager.	A/I
8	The ability to develop reports, support bid writing and maintain accurate records.	A/I
9	The ability to work within a team.	A/I

Experience		PSM
10	Practical experience of using relevant software packages, i.e. Microsoft Word, Access & Excel.	A/I/T
11	Relevant experience of administrative duties in an office environment.	A/I/T

Work Related Circumstances		PSM
12	Ability and willingness to undertake relevant professional development to maintain up-to-date knowledge of legislation and best practice.	A/I
13	Ability and willingness to work flexibly.	A/I

Skills/Abilities – Other		PSM
14	Excellent organisational skills.	A/I
15	The ability to maintain and develop effective filing systems.	A/I
16	Demonstrates a clear commitment to safeguarding and promoting the welfare of children and young people.	A/I
17	Ability to actively promote equality, diversity and inclusion across all aspects of **.	A/I

Prepared By:	Rick Long – Director of International Operations
Date:	May 2026

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

VISION 2030

LINCOLN COLLEGE GROUP STRATEGY 2025-30

OUR PURPOSE *BE READY...*

**REALISE ASPIRATIONS;
SHAPE FUTURES;
SERVE OUR COMMUNITIES.**

OUR CODE

Our Group Code sets the tone of how we behave and achieve our Purpose because **You Matter**.

We **CARE** deeply about achieving outcomes in the right way and expect staff and students to behave with...

COMMUNITY

We will prioritise empathy, compassion and wellbeing. Our goal is to develop a positive community where the mental and physical health of staff, learners, governors and key stakeholders is emphasised.

ACCOUNTABILITY

We will all act with integrity and transparency, take full ownership of our actions and deliver on our commitments, impacts and outcomes.

RESPECT

We will all create an inclusive environment where everyone is valued, trusted and treated with consideration, kindness and fairness.

EXCELLENCE

We will all drive innovation and pursue extraordinary quality through an "ambitious spirit", consistently striving for the highest standards in all we do.

OUR PRIORITIES

Over the next five years we will achieve "Our Purpose" by delivering on our strategic priorities set out in full detail in 7 strategic plans.

In summary we will:

