

JOB DESCRIPTION
Date: December 2024

Position	Programme Assistant (2 year fixed term contract)
Purpose	<p>To support the activities of the Awards UK team specifically on UK outreach and widening participation activities and the Champions Programme.</p> <p>To support the EducationUSA Manager at the US-UK Fulbright Commission, working on events and communications for people in the UK who are interested in US study, and advising individual students, parents and teachers on the process of applying for US study.</p>
Reports to	EducationUSA Manager and Head of Special Projects
Main responsibilities	<p>1. Events promotion and administration</p> <ul style="list-style-type: none"> • Support the EducationUSA Manager and Awards UK team in planning and coordinating events about US study, including USA College Day, seminars, webinars and Champions training workshops. • Working with external suppliers to deliver events and tools. • Coordinate event registrations from the public and exhibitors and provide information to these audiences, working where appropriate with External Relations team • Work on the promotion of events and services on offer, working where appropriate with External Relations team <p>2. Advice and information management</p> <ul style="list-style-type: none"> • Disseminate information and advice on US and UK study to Fulbright’s target audiences, with a particular focus on UK students, parents, advisors and universities. • Respond to enquiries via phone, email and in-person, alongside the EducationUSA Manager and Awards UK team. • Support the EducationUSA Manager and Awards UK team as they develop and maintain information and resources on US and UK study, such as guidance, FAQs and website content. • Input information into our CRM and other reporting tools <p>3. Internal and external communication</p> <ul style="list-style-type: none"> • Under the direction of the EducationUSA Manager and Head of Special Projects, coordinate communication and promotion via the website, e-mail campaigns, print materials, outreach, public relations activities, market research, social media and branding • Promote the UK Fulbright Awards programme and study in the US more broadly. • Assist in presenting at Fulbright seminars, webinars and other relevant events (e.g. school and university fairs) to promote the work of the Fulbright Commission.

	<p>4. Other</p> <ul style="list-style-type: none">• Work collaboratively with other members in the organisation to achieve objectives.• May be required to provide cover for other staff in the organisation at a similar level.• Undertake other duties as are appropriate to the role and within the competence of the role holder.
--	--

Person specification

Education and qualifications

Essential	Desirable
Educated to undergraduate level	

Experience

Essential	Desirable
Personal experience of studying in the UK higher education system Experience of coordinating events Experience of working with people from a range of diverse backgrounds.	Personal experience of studying in the US at a higher education level and/or experience of guiding UK students through the US undergraduate or postgraduate admissions and financial aid process

Skills and knowledge

Essential	Desirable
Strong written and oral communication skills Capability to develop good working relationships with internal and external contacts, stakeholders and partner organisations Excellent organisational skills Strong time management skills with an ability to plan ahead and anticipate requirements, problems and obstacles Ability to work on own initiative without close supervision High level of administrative skills to aid personal organisation Ability to handle confidential and sensitive information appropriately Proficiency in Microsoft Office software (Word, Excel and Outlook)	Proficiency in office tools such as CRMs (eg Salesforce), the Google Suite, Teams, Zoom, Eventbrite, MailChimp and website content management systems Strong presentation skills with the ability to deliver effective presentations to a range of audiences

Personal attributes

Essential	Desirable
<p>Intercultural sensitivity, empathy and patience</p> <p>Passion for seeing people achieve their objectives</p> <p>Strong interest and experience in international education or cultural exchange</p> <p>Strong personal initiative and motivation</p> <p>Reliable and responsible</p> <p>Ability to learn quickly and adapt in a fast paced environment</p> <p>Willingness to travel domestically</p>	

Successful appointees will need a valid and clear enhanced DBS check as a condition of employment at Fulbright.