



OPPORTUNITY

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gets real.



Reference: 0460-24

Grade: 6

Salary: £25742 to £27979 per annum, depending on experience

Contract Type: Fixed Term until 30 September 2025

Basis: Full Time

Job description

Job Purpose

Aston University's International Development team is seeking a Turing Mobility Coordinator to actively contribute to the University's global mobility strategies. In this role, you will manage all aspects of Aston's Turing Scheme funding, ensuring compliance with its rules and regulations, including overseeing applications, record-keeping, distribution of grants, reporting, and auditing.

Main duties and Responsibilities

- ▶ Manage the administration of Aston's Turing Scheme funding, including forecasting, applications, record keeping, distribution, reporting, auditing, feedback collation, and promotional activity.
- ▶ Support, develop, and grow demand for Turing international opportunities for Undergraduate and Postgraduate mobility, increasing the University's mobility figures year on year.
- ▶ Act as a link between key stakeholders across all Academic Colleges and Careers+Placements through student communications and regular meetings with staff.
- ▶ Creation and promotion of marketing campaigns and materials to increase Turing awareness and uptake.
- ▶ Working with the funding body to ensure the University is abreast of all updates regarding Turing.

Additional Responsibilities

- ▶ Maintain an awareness and understanding of the Turing Scheme and its rules/regulations.
- ▶ Provide reports as and when necessary to help support the University's internationalisation and mobility strategies.
- ▶ Working closely with Careers+Placements and the Academic Colleges, manage the daily administration of the Turing Scheme, including forecasting, applications, accurate record keeping, internal audits, monthly payments, and reporting.
- ▶ Represent the University externally at conferences and webinars.
- ▶ Work collaboratively with colleagues and across the wider university on matters related to internationalisation and global mobility in line with the University's strategic objectives.
- ▶ With employer, partner, and student experience in mind, monitor and evaluate mobility feedback, systems and processes to identify areas for improvement.

- ▶ Implement effective changes in collaboration with the International Office, Careers+Placements, and the Academic Colleges.
- ▶ Provide monthly reports to stakeholders on student engagement, payments, and budget expenditure.
- ▶ Work closely with the Purchase Ledger and Finance Office to manage grant payments effectively, and to fine tune processes to ensure maximum efficiency.
- ▶ Use a variety of software to maintain accurate and comprehensive records, such as Moveon and the Turing Live Reporting Tool.
- ▶ Work with returner participants to gather feedback on the mobility experience and use this to create case studies for future promotional activity.
- ▶ In accordance with the framework and guidance as provided by the UK Government, ensure up to date Turing information in handbooks, website pages, and all other promotional material.
- ▶ Work within Data Protection, Health and Safety, Equal Opportunities, and other relevant employment related legislation.
- ▶ Undertake any other duties as required by the International Relations Manager and Director International Development that are commensurate with the grade.

Person specification

	Essential	Method of assessment
Education and qualifications	Educated to A level or equivalent, or experience in a similar level and type of role.	Application form
Experience	<p>Relevant experience in operational sales, recruitment, and/or finance role.</p> <p>Previous experience of building relationships with international and diverse stakeholders.</p> <p>Understanding of international marketing, sales or recruitment, and selection processes.</p> <p>Experience of processing and producing basic financial reports.</p>	Application form and interview
Aptitude and skills	<p>Development of lasting relationships with a wide range of stakeholders.</p> <p>Presentation skills.</p> <p>Able to influence others to achieve results.</p> <p>Able to convey information in an understandable and engaging manner, both verbally and orally.</p> <p>Ability to work under pressure to meet deadlines and achieve targets.</p> <p>Ability to structure and organise a varied workload, including handling large volumes of data.</p> <p>A flexible and collaborative approach with the ability to manage unpredictability.</p> <p>Effective use of MS Office suite, CRM packages, and online content management.</p>	Application form and interview

	Essential	Method of assessment
	Demonstrable commitment to personal and professional development that enhances performance in the role.	

	Desirable	Method of assessment
Education and qualifications	Educated to Degree level or equivalent. Further qualifications in studies relating to marketing, finance or recruitment.	Application form
Experience	Previous experience abroad. Finance related experience processing international grants or scholarships e.g., Erasmus+ or Turing.	Application form and interview
Aptitudes and Skills	Knowledge of graduate recruitment and/or the international graduate labour market. Fluency in a second European Language ideally French, German and/or Spanish	Application form and interview

How to apply

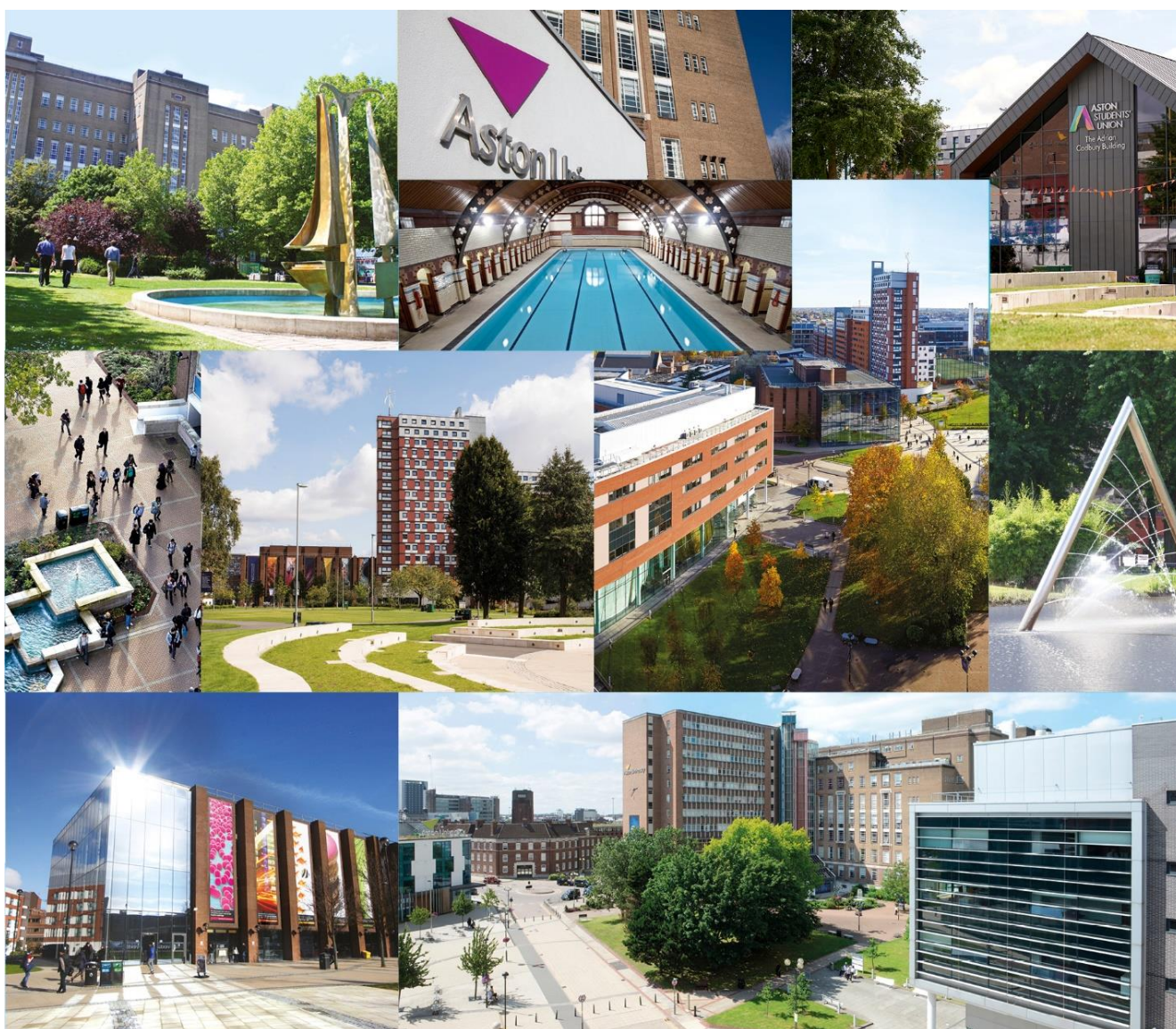
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59pm on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent directly to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via recruitment@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Stewart Begley

Job Title: International Relations Manager

Email: s.begley@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits
Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: [Benefits and Rewards | Aston University](#)

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK: You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK.**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our [candidate immigration page](#).

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

Academic Technology Approval Scheme (ATAS): If you will conduct research in your role and you apply for a Skilled Worker or Temporary Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our [candidate immigration page](#).

Before you start and Right to Work

90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The [Midland Landlord Accreditation Scheme](#) provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as [Rightmove](#) or [Zoopla](#).

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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www.aston.ac.uk



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