

Senior Partnership Officer – (Latin America) (FULL-TIME)

Job Description

As part of King's global outreach strategy, the College is looking for a dynamic and engaged professional to support the development of existing and new partnerships in Latin America. The Senior Partnership Officer will work to strengthen the university's partnerships with leading institutions in Brazil, Mexico, Chile and Colombia as well as other countries. The successful candidate will be expected to liaise with faculty members, senior university leadership, funding bodies, public and private sector, King's alumni and wider civil society networks in the region. The jobholder will work directly with King's Global Engagement Team supporting the development of research & education partnerships in the region as well as working with other departments where appropriate.

We are looking for someone with strong initiative and strategic planning skills to become King's "ambassador" in the region, someone who can interact with and influence different levels of seniority. The successful candidate will need to have an excellent command of Portuguese, Spanish and English for this role.

The King's Senior Partnership Officer (Latin America) will work independently in a flexible environment and will manage his/her own workload. The jobholder will undertake short business trips across Latin America and also to London. The position reports directly to the Global Engagement team in London and requires great self-management and remote-working skills, especially around effective communication and time management.

Contributing to King's International Strategy the Senior Partnership Officer (Latin America) will:

- 1) Support the development of King's network of education and research partnerships and collaborative activities mainly in Brazil and Mexico as well as Chile and Colombia;
- 2) Coordinate King's projects with universities, funding agencies, local government, local employers, alumni and regionally-based UK organisations including: UK Science & Innovation teams, UK Trade and Investment (UKTI), the British Embassy, Research Councils UK and the British Council;
- 3) Support the expansion of profile raising activities in the region that continue to raise the profile and brand equity of King's, through academic delegations, highlighting research initiatives, alumni events etc;
- 4) Work closely with British Chambers of Commerce/British Business Groups in the relevant countries to facilitate employability, placement and internships of King's graduates;
- 5) Support the development of active alumni associations in Brazil, Mexico, Colombia and Chile;
- 6) Undertake any other activity that may be necessary to develop King's profile, reputation and engagement in the region.

The successful candidate will have at least 2 years working experience with international environments related to Higher Education and international cooperation, preferably involving Brazil. S/he will be knowledgeable about research funding and higher education stakeholders in the region. The jobholder will be available for frequent travel inside Brazil, Latin America and to London when required.

The successful candidate will be a diplomatic, creative and self-motivated individual, able to work effectively and remotely with a team based in London, and will have excellent interpersonal and problem-solving skills.

The successful candidate will speak, listen, read and write fluent Portuguese, Spanish and English.

Compensation

Monthly Compensation: GBP 3000.00 depending on qualifications

Working arrangements

The successful candidate will be hired as a home based consultant and will be required to register as a "pessoa jurídica".

Selection Process

In order to be considered for an interview, we ask candidates to send us a:

- CV
- Short proposal for King's engagement with Latin America. The proposal should include the candidate's own ideas for strengthening existing and creating new partnerships with Latin America. This will allow us to learn some of your skills in effective remote communication, international cooperation and your understanding about challenges and opportunities in the international higher education sector.

The proposal may be produced in different formats as you see fit, but please respect some general specifications:

- Text – no longer than 2 pages
- Power-point presentation – no longer than 5 slides
- Short film – no longer than 3 minutes
- It should be possible to send your proposal by email.

Please send your documents across to erin.taylor@kcl.ac.uk by 3pm (UK time) on Thursday 21st December.

Provisional Skype Interview date: Tuesday 9th January, 2018