

AUA Study Tour Coordinator



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Job Description

The Coordinator is responsible for overseeing all aspects of the Study Tour, with the assistance of the AUA Office and support and guidance from the Coordinator of the International Network. The Study Tour Coordinator will provide leadership and guidance from inception through to the dissemination of findings, including but not limited to:

- Developing a proposal for and agreeing the Study Tour's themes
- Liaising with the AUA Office over the recruitment of Study Tour participants and promoting involvement in the Study Tour
- Considering applications for membership of the Study Tour along with others to be confirmed
- Contacting and making initial approaches to host institutions
- Discussing a sensible timetable with the Coordinator of the International Higher Education Network
- Making specific arrangements for in-country visits
- Overseeing arrangements for travel and accommodation
- Providing strategic guidance to the tour participants and providing day-to-day coordination of the tour's activities whilst in Sweden
- Leading a pre-meeting and a post-meeting for the Study Tour participants
- Coordinating the dissemination of findings using different events as appropriate (including the AUA Conference) as well as other events, for example, local and regional branch events, events organised by other organisations of relevance to the themes of the Study Tour, Newslink, Perspectives and other journals
- Producing a written report in line with previous recent examples of Study Tour reports
- Producing a short article for Newslink

Person Specification

The Coordinator need not have previous experience of organising international tours, nor is it necessary to have existing contacts with the destination of the Tour. However, the Coordinator will need to have sufficient time and energy to develop knowledge of the destination in order to help lead the Study Tour effectively. Applicants need not be members

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of the AUA when they apply but they would be required to join the AUA if successful and preference will be given to existing members of the AUA in the first instance. You must ensure you provide all the details in your written application as an appointment decision will be made based entirely on the documents you provide.

Detailed qualities include:

- Excellent organisation skills, including the ability to cope with a heavy workload from a regular post in addition to acting as Study Tour Co-ordinator.
- A commitment to the values of the AUA and the professionalism of the role of administrators and managers in higher education and the willingness and ability to act as an ambassador on behalf of the AUA.
- The ability to learn new skills and acquire new knowledge quickly.
- Some experience, through previous study or work, of undertaking a project, investigation or survey resulting in the production of a report.
- Excellent written communication skills.
- Excellent oral communication skills, including presentation skills.
- A wide and general knowledge of the UK Higher Education sector.
- An interest in international travel, different peoples and cultures.
- Proven experience of team leadership.
- The ability to work with a wide variety of staff at all levels, from junior staff to senior executive-level positions.
- The ability to 'think on your feet' and work through stressful and intensive situations imaginatively.