**Job advert**

**Centre Director INTO Queens Belfast**

**Ref: INTOQUB-CD-01-23 Permanent, Full-time**

## Requirements

INTO University Partnerships are seeking a Centre Director, to lead one of our most prestigious centres in the UK; INTO Queen’s University Belfast. We have a deeply established partnership with Queen’s University Belfast, which offers a range of courses that prepares international students for progression to both undergraduate and postgraduate education. INTO Queen’s University Belfast is integrated into the Queen’s University Belfast community, where students are taught by highly qualified teachers in an inspiring learning environment.

Reporting to the SVP UK Education, you will provide leadership to the INTO Queen’s University Belfast and manage the relationship with Queen’s University Belfast effectively and proactively to enable delivery of the strategic and operational goals, ensuring that we continue to add significant value to Queen’s University Belfast.

**Details**

For further details, a full job description and a copy of our Candidate Privacy Notice, please see Please click on link [Centre Director (2) | INTO (intoglobal.com)](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.intoglobal.com%2Fworking-at-into%2Fuk%2Fcentre-director-2%2F&data=05%7C01%7Cg.spence%40qub.ac.uk%7C428e66bf1a4047fc97d808dafebd7202%7Ceaab77eab4a549e3a1e8d6dd23a1f286%7C0%7C0%7C638102386874380622%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=YPqbniD73tDJ2BoigFwaJnMILowsnYXNZ3opSrOhGds%3D&reserved=0)

## Salary

**Salary Band G – to be discussed with resourcing team**

## Application Process

To apply please send your CV, cover letter, and any supporting information to Kirsty Clear in the IUP Resourcing Team – [HQ.Career@intoglobal.com](mailto:HQ.Career@intoglobal.com)

The closing date for receipt of applications is **Tuesday, 7th February 2023**

Please note that failure to clearly and fully demonstrate how you meet the job requirements may result in you not being shortlisted.  The shortlisting panel will not make assumptions regarding your legal status, education/qualifications, experience & knowledge/skills**.**

## Safeguarding

* INTO Queen's is an equal opportunities employer and is committed to safeguarding and promoting the welfare of young people. As part of our safeguarding procedures, applicants are asked to note that child protection screening will apply and that:
* Appointment will be subject to receipt of satisfactory references;
* All gaps in your application must be explained satisfactorily;
* Proof of identity and (where applicable) qualifications will be required;
* Reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18; appropriate suitability checks will be required prior to confirmation of appointment.

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to an Enhanced AccessNI check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.