



Member Services Officer (1 Year FTC)
Fluent in English and another foreign language

Are you:

- A graduate from a UK University?
- Fluent in English and another language?
- A good team player with strong written and verbal communication skills?
- An efficient worker who can organise their time to meet set deadlines?
- Adept at producing quality written documents with excellent attention to detail?
- Confident when dealing with enquiries and able to make decisions?

Would you like to:

- Forge a career in a dynamic, progressive organisation by providing expert advice on international qualifications and skills?
- Develop specialist knowledge of international education systems, support organisations recruiting internationally and helping people hoping to fulfil their academic and occupational ambitions?
- Contribute positively to the movement of students and professionals within the international education space?

...then we would like to hear from you.

Who we are and what we do:

UK NARIC is the UK national agency for information and expert advice on international qualifications and skills. The work is interesting, and the atmosphere is lively, friendly and supportive.

As a Member Services Officer, you will work very closely with the Membership Services team, developing knowledge of international education systems and qualifications, the higher education admission cycles and Home Office regulations. This will allow you to assist in providing our vast membership base with the most accurate advice on international qualification recognition and comparison. You will maintain a professional and supportive enquiry service. In addition, you will conduct a range of administrative tasks and assist in the delivery of training and projects.

UK NARIC offers excellent opportunities for promotion and career development. There are opportunities to develop specialisms, to lead projects and to develop and provide external training for member organisations, with the potential of international travel.

Office Location: Cheltenham, Gloucestershire, UK

Starting Salary: £22,000

Benefits: 25 days annual leave plus bank holidays. Pro-rata for part-time employees.
Contributory Company Pension scheme. The Company will match employee contributions up to a maximum of 6% of basic salary.
Life assurance of 3 x basic salary is available for employees who join the pension scheme.
Non-contributory Bupa Private Health Care Scheme
Employee Assistance Programme

Please note: All applicants must hold a current permit or visa showing their right to work in the UK.

Please submit your application in the [Europass CV format](#) with a covering letter and details of two referees to recruitment@naric.org.uk.

Closing Date: Wednesday 23rd December 2020 at 5pm.