



**International Education Information Officer**  
Fluent in English and Chinese

**Are you:**

- A graduate from a UK University?
- Fluent in English and Chinese?
- A good team player with strong written and verbal communication skills?
- An efficient person 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 organisation providing expert advice on international qualifications?
- Develop specialist knowledge of education systems and support people hoping to fulfil their ambitions?
- Contribute positively to the movement of professionals and students into and out of the UK?

...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 an Information Officer, you will develop knowledge of overseas qualifications allowing you to assist in the international qualifications recognition and comparison process. You will maintain professional and supportive enquiry services. In addition, you will conduct a range of administrative tasks and may assist in the delivery of training and projects.

UK NARIC offers opportunities for promotion and career development.

This is an office-based role. By exception during the Corona Virus Pandemic only, you may be required to work from home, in accordance with Government Guidance.

**Office Location:** Cheltenham, Gloucestershire, UK

**Starting Salary:** £22,000 (12 month fixed-term contract)

**Benefits :** 25 days annual leave in addition to statutory bank and public holidays  
Contributory Company Pension scheme (managed by Fidelity Investments) - 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  
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. We are unable to offer sponsorship or accept student visas.

**To apply:** please email your CV with a covering letter to [recruitment@naric.org.uk](mailto:recruitment@naric.org.uk)