

JOB DESCRIPTION
Date: November 2025

Position	Programme Officer, UK Awards (1-year fixed term contract)
Purpose	Working with the Senior Programme Manager, co-ordinate the administration of all elements of the Fulbright Awards Programme for UK citizens going to the United States. To be the first point of contact and support for UK citizens applying for a Fulbright UK award to study and research in the US alongside the Senior Programme Manager To guide grant recipients through the documentation required for administration of their grant and US visa process.
Supervised by	Senior Programme Manager
Main responsibilities	1. Programme co-ordination - Under the guidance of the Senior Programme Manager, provide support with all aspects of the selection process, including coordinating the receipt of applications, reading and evaluating applications, organising peer review reading panels and interview panels and preparing interview materials. - Be first point of contact for all UK awards enquiries. - Coordinate accurate record keeping and effective tracking and processing of all documentation relating to UK Postgraduate IIE (Institute of International Education) placement grantees and for keeping the scholarship calculations offered for each option updated. - Coordinate accurate record keeping and effective tracking and processing of all documentation relating to grantees in line with GDPR requirements. - Create grant paperwork for approval by the Director of Finance and Executive Director. 2. Event Coordination - Under the guidance of the Senior Programme Manager, contribute to event organisation for UK grant recipients throughout the year. - Liaise with external organisations to arrange venue space, catering and accommodation and travel to Fulbright events. - Compile event information materials and packs for attendees. - Contribute to the maintenance of detailed records of expenditure for each event/activity to ensure costs are within budget.



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	3. Grantee support • Working with the Senior Programme Manager, provide accurate information to grant recipients on US housing, healthcare, visa applications, etc • Assist grantees on the administration of their visa paperwork and ensure accurate records to keep the Senior Programme Manager updated. • Support the Senior Programme Manager to respond to grant recipients' needs or requests for support in a timely, appropriate and sensitive manner. • Prepare relevant grantee advising materials.
	4. Internal and External Communication • Work with the Senior Programme Manager and External Relations to develop and deliver a calendar of promotional activities to help increase the Fulbright brand in the UK and increase interest in the UK Awards. This includes developing social media content and ensuring the UK Awards webpages and awards catalogues are kept up to date. • Support the Senior Programme Manager to maintain regular communication with current and past grant recipients in order to keep them up to date on current events, visa requirements and direct them to the appropriate person when necessary. 5. Other • Work with the rest of the Awards team with Salesforce CRM ensuring that it contains current and reliable information. • Work collaboratively with other members of the Awards team to ensure team objectives are met. • Undertake other duties as are appropriate to the role and within the competence of the role holder. • Required to provide cover for the Programme Assistant when they are on leave and to provide support to the Director of Awards and Head of Special Projects, as necessary. • Awareness of and compliance with the organisation's internal policies.

JOB DESCRIPTION
Date: November 2025**Person specification****Education & Qualifications**

Essential	Desirable
Educated to undergraduate level	Educated to postgraduate level

Experience

Essential	Desirable
Knowledge of the UK and US education systems Previous experience of providing support to students Strong interest and/or personal experience in international education or cultural exchange	Previous experience of working in higher education Previous experience of working with study abroad programmes or international student services.

Skills and knowledge

Essential	Desirable
Excellent written and oral communication skills Capability to develop good working relationships with internal and external contacts Experience of working with people from diverse backgrounds Ability to handle confidential and sensitive information appropriately Ability to apply personal organisation strategies and to prioritise and effectively deal with a large and varied workload in a busy environment to agreed timescales Strong attention to detail Ability to work on own initiative without close supervision	Knowledge of US J1 visa processes Experience working with databases/CRM's

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Ability to work collaboratively with colleagues across the organisation, as a team member and as an individual	
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Personal attributes

Essential	Desirable
Intercultural sensitivity, empathy and patience Reliable and responsible Highly motivated Strong team player	