

JOB DESCRIPTION

JOB TITLE	International Partnerships Manager
DEPARTMENT	Examinations
TYPE OF CONTRACT	Full-time, Permanent
RESPONSIBLE TO	Partnerships and Relationships Manager
GRADE AND SALARY	Grade 5 £41,621 - £46,845 Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range.
HOURS OF WORK	35 hours per week; Monday to Friday, between the hours of 8:00am – 5:30pm, plus evening and weekend work as and when necessary.
KEY WORKING RELATIONSHIPS	Partnerships and Relationships Manager, International / ROA Team, Chief Examiner's Team and Examiners, Marketing Team
INTERNAL	
EXTERNAL	International Representatives, International Centres, Global Membership Networks and Associations
PROBATIONARY PERIOD	Your employment will be subject to a probationary period of 5 months.
BENEFITS	
(1) HOLIDAY ENTITLEMENT	Generous annual leave of 28 days plus Bank holidays (This is inclusive of any days when LAMDA may be closed i.e. towards Christmas closure)
(2) PENSION	After 3 months of continuous service, you will be automatically enrolled into our qualifying workplace pension scheme with AVIVA. LAMDA will make an additional contribution in accordance with auto-enrolment regulations
(3) GP 24	You have access to remote, private GP services 24/7, 365 days a year. GP 24 is supported by highly experienced and knowledgeable doctors

(4) EMPLOYEE ASSISTANCE PROGRAMME (EAP)	EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health and general wellbeing. EAP service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues
(5) CYCLE TO WORK SCHEME	LAMDA offers a salary sacrifice cycle to work scheme
(6) EYE TESTS	Sight test costs are reimbursed to employees who require VDU use
(7) HYBRID WORKING	Hybrid working may be offered for some non-student facing roles. We expect a norm of 60% of your time in the office and 40% of your time to be worked from Home.
(8) GROUP LIFE ASSURANCE	After 6 months of continuous service you will become eligible for the death-in-service benefit, whereby the nominated beneficiary could receive approximately 4x annual salary payment if death occurs whilst in Service
(9) SEASON TICKET LOAN	LAMDA offers an interest free loan for the purchase of an annual season ticket

JOB PURPOSE

The International Partnerships Manager will work closely with LAMDA's Partnerships and Relationships Manager to deliver LAMDA Exams' international growth strategy, ensuring alignment with both the LAMDA Exams business plan and LAMDA's wider organisational objectives.

This role will play a central role in driving sustainable international growth, strengthening strategic partnerships and enhancing LAMDA Exams' reputation as a leading global provider of communication and performance qualifications.

A key responsibility of the role is to develop and deliver strategies that drive international growth. While undertaking market development, customer acquisition and growth initiatives, the postholder will have a particular focus on identifying, securing, and developing new commercial opportunities across international markets. The role also includes responsibility for managing and supporting LAMDA's network of International Representatives.

Through effective stakeholder engagement and strong commercial awareness, the International Partnerships Manager will make a significant contribution to expanding LAMDA Exams' international presence, strengthening its global reputation and delivering sustainable long-term growth.

DUTIES AND RESPONSIBILITIES

Market Development and Growth

1. Identify new market opportunities in LAMDA's priority international territories through market research, competitor analysis and customer insights
2. Develop market entry strategies for new territories, identifying local partners and commercial opportunities
3. Drive revenue growth by expanding existing partnerships and identifying cross-selling and upselling opportunities
4. Work with LAMDA's Vice Principal (Vice Principal - Commercial, Exams & Partnerships) and

Partnerships and Relationships Manager to implement and activate LAMDA Exams' international growth and commercial strategies

5. Support the Partnerships and Relationships Manager in the coordination and delivery of large-scale international projects.

Stakeholder Engagement and Relationship Management

1. Build and manage external facing relationships to support and underpin the growth of LAMDA Exams' income internationally
2. Drive customer and centre acquisition through identifying and developing relationship with potential customers/centres including:
 - Schools and colleges
 - Premium Private School Groups
 - Performing Arts schools and chains
3. Establish and nurture long-term relationships with key stakeholders in the international education sector
4. Represent LAMDA Exams externally (e.g. at networking events and conferences) both in the UK and internationally to enhance and strengthen LAMDA Exams profile

Commercial Performance and Planning

1. Monitor international growth against agreed KPIs and develop action plans to maximise commercial success and achieve revenue targets
2. Deliver agreed international business development and revenue targets.

Management of International Representatives

1. Develop, manage and strengthen relationships with LAMDA's network of International Representatives, ensuring effective collaboration that maximises performance, market growth and mutual success.
2. Conduct regular review meetings with International Representatives, setting clear objectives, monitoring progress and identifying opportunities for growth and improvement.
3. Identify priority international territories where in-market representation would enhance recruitment and brand presence and lead the recruitment, onboarding and ongoing support of new International Representatives.

Leadership and Team Management

1. Work closely with LAMDA Exams' International Team Leader, providing leadership and support
2. Deputise for LAMDA's Partnerships and Relationships Manager when appropriate

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.

The successful applicant will be required to go through a DBS 'Enhanced Disclosure' check. Expenses will be met by the Academy.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	• degree-level qualification, or • equivalent relevant professional experience		
SKILLS/ ABILITIES	• Excellent negotiation, influencing, and relationship management skills • Ability to develop and execute strategic growth plans • Excellent presentation, communication, and stakeholder management skills		
KNOWLEDGE	• Strong commercial acumen with the ability to identify and evaluate growth opportunities		
EXPERIENCE	• Proven track record in international business development, strategic partnerships, or commercial growth • Experience managing multiple partnership opportunities and priorities simultaneously		
PERSONAL QUALITIES	• Willingness to travel internationally as required		

