

JOB DESCRIPTION

Job Title:	<u>International Development Director</u>	Version:	<u>3</u>
Department:	<u>International</u>		
Reports To:	<u>Deputy Chief Executive Officer</u>		
Supervises:	<u>International Development Manager</u>		
Grade:	<u>19</u>	Date:	<u>02/04/2025</u>

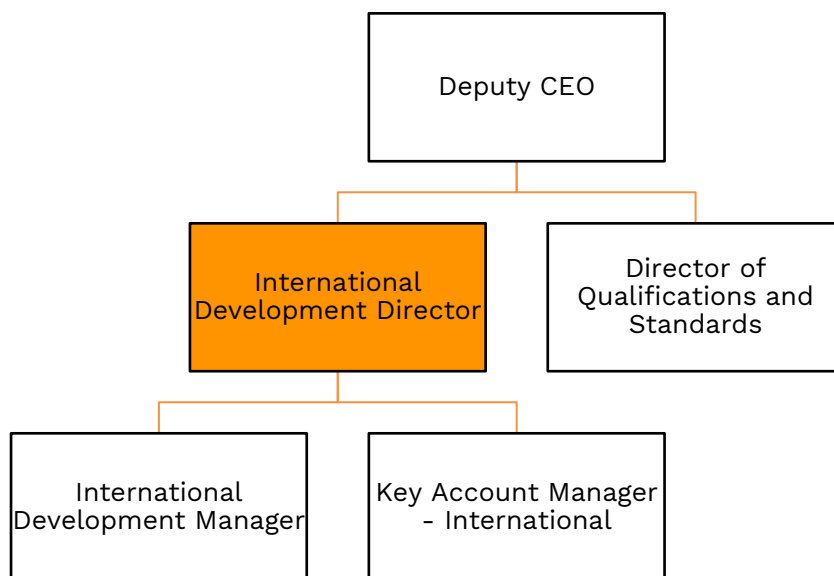
Purpose of Job:

VTCT Skills, a leading international awarding organisation specialising in vocational and technical qualifications, is seeking a dynamic and entrepreneurial International Development Director to lead our ambitious overseas expansion strategy. Following significant board investment, this is a pivotal role to drive growth and establish VTCT Skills as a global leader in skills development. The initial focus will be on India, the Gulf region, and selected countries in Southern and East Africa, with a mandate to identify and capitalise on emerging market opportunities. The successful candidate will be responsible for developing and executing strategic plans, building strong partnerships, and establishing high-performing in-country teams to deliver sustainable growth.

Dimensions:

Financial:	Responsible for the strategic allocation and management of an annual operational budget of approximately £1.2 million, with direct accountability for achieving and exceeding international revenue targets while maintaining strict cost control and optimizing resource utilisation.
Staff:	Manage the performance of the International Team, including direct reports, agents, and partners, to ensure adherence to performance targets and quality standards. Ensure cross-functional integration through frequent liaison with the Extended Management Team and Department Heads, ensuring that international projects align with UK operations, ensuring efficient deployment of solutions.
Others:	Forge and maintain a comprehensive, collaborative ecosystem of strategic partners including the Department for Business and Trade, key agencies, high-quality training providers, industry-leading employers, and influential local organisations, enhancing sustainable development and growth.

Organisation Structure:



Principal Accountabilities:

Strategic Leadership:

- Develop and implement a comprehensive international development strategy aligned with VTCT Skills' overall business objectives.
- Identify and evaluate new market opportunities, conducting thorough market research and feasibility studies.
- Drive the expansion of VTCT Skills' qualifications and services into targeted international markets.
- Provide strategic direction and leadership to the international development team.

Business Development & Partnership Management:

- Establish and nurture strategic partnerships with government agencies, educational institutions, industry associations, and other key stakeholders.
- Negotiate and manage contracts with agents, partners, and clients.
- Identify and secure new business opportunities, driving revenue growth and market share.

Solutionising:

- Develop and implement innovative qualification and assessment solutions that meet the specific needs of international markets, leveraging VTCT Skills' expertise as an awarding body.

Team Leadership & Development:

- Recruit, train, and manage high-performing in-country teams, including staff, agents, and partners.
- Line manage the International Development Manager and broader international team.
- Foster a culture of collaboration, innovation, and excellence within the team.
- Provide mentoring and coaching to team members, supporting their professional development.

Entrepreneurship & Innovation:

- Drive an entrepreneurial approach to market entry and business development.
- Identify and develop innovative solutions to overcome market challenges.
- Foster a culture of innovation and continuous improvement within the international development team.

Financial Management:

- Develop and manage budgets, ensuring effective resource allocation.
- Monitor and report on financial performance, identifying areas for improvement.
- Ensure compliance with all financial regulations and reporting requirements.

Quality Assurance & Compliance:

- Ensure that all international operations comply with VTCT Skills' quality assurance standards and regulatory requirements.
- Monitor and evaluate the quality of qualification delivery and assessment in international markets.
- Implement strategies to mitigate risks and ensure compliance.

Market Intelligence & Reporting:

- Gather and analyse market intelligence, providing insights into market trends and competitor activity.
- Prepare regular reports on international development activities, providing updates to senior management and the board.
- Represent VTCT skills at international events, and conferences.

General Responsibilities:

- Undertake training and development as required by the organisation.
- Demonstrate by actions commitment to organisation's Values.
- Demonstrate by actions commitment to equality, diversity and inclusion.
- Any other duties commensurate with role to support the organisation's business needs.
- To be responsible for their own health and safety.

Working Relationships and Contacts:

- Members of CLT
- Attendance at the main Board meeting and Strategy Subcommittee.

Person Specification:

ATTRIBUTES	ESSENTIAL	DESIRABLE
Knowledge <i>This relates to the level and breadth of knowledge required to do the job, e.g. an understanding of a defined system, practice, method or procedure.</i>	<ul style="list-style-type: none"> • Extensive knowledge of international markets and culture • Strategic planning • Leadership and management • Financial acumen and budget management skills 	<ul style="list-style-type: none"> • Experience working within the education or vocational training sector
Technical/Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, typing skills, etc.</i>	<ul style="list-style-type: none"> • Strong communication skills (inc. written and presentation skills) – culturally sensitive and adaptable. • Entrepreneurial mindset • Results driven • Strong interpersonal and relationship building skills 	<ul style="list-style-type: none"> • Strong project management skills
General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g., effective written communication skills, ability to delegate, motivation or commitment etc.</i>	<ul style="list-style-type: none"> • Ability to build strong relationships with clients and colleagues at all levels. • Reporting and communication at Board level. • Strategic, creative global thinker with a positive ‘can do’ attitude. • Practical self-starter with high degree of initiative. • High level of integrity and professionalism • Ability to travel extensively Internationally 	

<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work (take care to ensure period stated is appropriate and not unnecessarily excessive).</i></p> <p><i>Please include a minimum no. of years' of experience where possible (i.e. 3+ years).</i></p>	<ul style="list-style-type: none"> • Minimum of 3+ experience working in an international context • Proven track record in winning international business • Proven ability to implement a comprehensive international development strategy 	<ul style="list-style-type: none"> • Experience of working in India, the Gulf or African markets.
<p>Qualifications <i>Please state the level of education and professional qualifications and/or specific occupational training required.</i></p>	<ul style="list-style-type: none"> • Educated to degree level • Fluent in English and other languages 	<ul style="list-style-type: none"> • Fluency in additional languages • Bachelor's degree in Business Administration, Marketing or a related field e.g. MBA