

The DAAD London office is seeking a Programme and Marketing Officer

The DAAD is the world's largest funding organisation for the international exchange of students and researchers. It is a registered association and its members are German institutions of higher education and student bodies. The London Office is responsible for fostering academic exchange and cooperation with individuals and institutions in the UK and the Republic of Ireland.

Job description:

- Promoting DAAD funding programmes as well as the marketing campaigns "Study and Research in Germany" including attending student fairs, information seminars, virtual fairs, webinars, etc.
- Coordinating and administrating various DAAD scholarship programmes for the UK and Ireland
- Organising seminars and meetings for German DAAD-scholars in the UK and Ireland
- Responsibility for the DAAD London office social media (Twitter and Facebook) including the development of a new editorial content-strategy
- Commissioning marketing services e. g. advertising (print and digital) for German Higher Education Institutions
- Answering general inquiries and advising British students on DAAD funding programmes and studying and carrying out research in Germany
- Coordination of DAAD's contribution to the Universities UK international (UUKi) campaign „Stand Out: Go International“ as well as participating in the UUKi „Outward Student Mobility Network“ for the DAAD London Office
- Liaison with UK Universities' international offices

Candidate Profile:

- Team player, good organiser, able to work under pressure
- Very good knowledge of German and English (spoken and written)
- MS Office skills and willingness to acquire further IT skills related to DAAD's SAP-based programmes
- Interest in social media instruments
- Minimum requirement: Bachelor's degree, Master's degree or 3-4 year's office experience preferable
- Entitled to live and work in UK
- A very good knowledge of the UK and German Higher Education system

Contract conditions, salary and benefits:

- Contract based on UK employment law
- Normal working time: 40 hours a week



Deutscher Akademischer Austauschdienst
German Academic Exchange Service

- six-month probationary period
- The salary will be taxable in Germany for German nationals and in the UK for British nationals
- Salary: £ 2,716 gross pcm
- Holidays. 24 working days p.a. + 3 extra days of German public holidays given
- Employer's contribution to private pension plan
- Invalidity cover

Please email your application (CV in German and English with a covering letter in German and English) by **27 November 2019** to james@daad.org.uk.