**THE UNIVERSITY OF MANCHESTER**

**UK Director of the Confucius Institute**

Applications are invited from academic members of the Faculty of Humanities for the post of UK Director of the Confucius Institute. The post holder, who will have a unique opportunity to make a vital contribution to the internationalisation agenda of the University and the Faculty of Humanities in research, teaching and outreach, will be responsible to the Head of School of Arts, Languages and Cultures.

The post is available from 1 September 2016 for a period of three years with the possibility of renewal and carries a 20% workload adjustment. Working closely in a small unit with the HoS of SALC, the Deputy Director and the Chinese Director, the UK Director will be well supported by PSS colleagues, guaranteeing effective team leadership. The post will involve regular visits to China.

**Background**

Hosted by the School of Arts, Languages and Cultures, the Confucius Institute is a partnership between the University of Manchester, Hanban and Beijing Normal University (BNU) established to promote Chinese language and culture in the Northwest. In coordination with planned new Faculty of Humanities investment in Chinese Studies more broadly, it is about to enter an exciting new phase of its development, aiming to become a seed bed for innovative research collaboration between China (especially BNU) and the UK in advance of acquiring the privileged status of ‘Model Confucius Institute’. It already possesses a strong reputation as a quality language provider offering language courses, one-to-one tuition as well as business training. It works closely with the University Language Centre and Chinese Studies and runs the North West’s largest HSK testing centre. The Institute promotes contemporary China and Chinese culture through independent events as well as joint events with cultural partners throughout the city and region. It organises public talks and exhibitions, funds film screening and literary publications and brings Chinese authors, artists and intellectuals to the UK. Its partners include Manchester-China Forum, City Co, Manchester Literature Festival, HOME, Manchester Museum, MOSI and city/regional governments. The Institute supports local schools through its Confucius Classrooms and popular Chinese workshops and is therefore seen as a key player in promoting Chinese language learning in the school sector. The Institute also leads the student mobility programme linking China and the UK.

The Institute celebrates its 10th anniversary in 2016 and will move to a dedicated building in a more publicly accessible site in the near future thanks to generous funding from Hanban. The upgraded classrooms allow us to deliver taster courses and training programmes as well as conduct HSK tests in a purpose built room. The visibility and accessibility of the site will put the Confucius Institute at the heart of the University and the city and act as the hub for Chinese Language, Culture and Chinese Studies.

**Key Duties/Responsibilities:**

The Director has the overall responsibility for the strategy, operation and management of the Institute. It is accountable to the CI’s Board of Directors which includes representation from across the University and the CI Headquarters. Specifically, the post-holder should:

* develop a programme of innovative research collaboration, utilising the funding and resources made available through Hanban’s Confucius China Studies Programme and Beijing Normal University
* shape and approve the CI’s annual schedule of activities;
* be responsible for the medium to long-term planning of the institute and contribute to the University China Strategy and ensure the objectives of the Institute are in alignment to the University’s China strategy;
* be familiar with the financial regulations set out by the CI Headquarters in the document titled ‘Rules on the Confucius Institute Headquarters’ Fund Management’ and with the financial procedures of the hosting university;
* be responsible for staffing and finance of the institute including providing guidance to, and carrying out the annual performance review of, the Deputy Director and the Chinese director;
* attend the CI World Conference, UK conferences and contribute to the discussion on the future direction of the Cis and represent CI at key events;
* organise the annual Board of Directors’ meeting and keep the Board updated on a regular basis and where necessary, call for interim meetings for urgent business;
* influence local and national policies on China-UK relationship and development;
* maintain a strong relationship with Hanban, Beijing Normal University, the Chinese Embassy/Consulate and other key Chinese stakeholders.

# Person Specification:

Candidates must be able to demonstrate that they meet the requirements of this person specification in order to be considered for the role. The successful candidate will:

* be committed to the goals and vision of the University of Manchester, the Faculty of Humanities and the CI;
* have proven academic leadership and management skills;
* be able to create a sense of unity and common purpose;
* actively work to build teams and effective working relationships;
* be able to think strategically and gain the agreement of colleagues for key decisions;
* be honest and open and have a high level of personal integrity;
* be an effective communicator;
* consult with colleagues at all levels on a regular basis, and listen;
* know when to take advice;
* build effective partnerships with staff;
* be well organised and committed to getting the job done;
* be decisive, proactive and fair in tackling difficult management issues;
* have a commitment to, and good understanding of, equality and diversity in employment.