



Creating a world of better opportunities

Job description

International Business Manager

Hybrid - Stevenage

Permanent

Grade 11

Full Time - 35 Hours per Week

Reports to: Chief Engagement and Growth Officer

Where the role fits

Engagement and Growth.

Purpose of the role

The International Business Manager is responsible for developing and implementing the IET's international growth strategy, working closely with overseas teams and UK colleagues to support sustainable growth across existing and new markets.

The role provides strategic and operational oversight of the IET's international operations, ensuring appropriate structures, processes, and governance are in place and that overseas entities operate effectively, legally and financially. Working closely with Country Heads, Portfolio and Product Management, and wider UK teams, the role ensures that products and services meet local market needs, international teams are effectively supported, and opportunities for growth are identified and developed.

Our leadership charter

Leadership is important. It helps create the culture that we need to be a success – as individuals, as teams and as an organisation. As part of our framework, we have four behaviours we specifically look for in our leaders:

- **Shares vision** – by setting a clear shared vision of success for the organisation
- **Sparks engagement** – by empowering, inspiring, and developing people
- **Skilfully executes** – by setting stretching performance expectations, reviewing progress, and holding people to account to deliver planned outcomes
- **Sustains progress** – by recognising achievement and encouraging continuous improvement and experimentation

Our volunteer management expectations

Supporting volunteers effectively is central to the success of our the IET. Colleagues are expected to work in ways that enable volunteers to contribute confidently, feel valued, and deliver meaningful impact through their roles.

As part of this role, colleagues are expected to demonstrate the following behaviours when working with volunteers:

- **Shares purpose** – Clearly communicates the purpose and impact of volunteer roles, ensuring volunteers understand how their contribution supports the goals and outcomes of the IET.
- **Builds engagement** – Creates a welcoming and inclusive environment for volunteers by building positive relationships, encouraging participation, and supporting volunteers to develop confidence in their roles.
- **Enables delivery** – Provides clear direction, appropriate resources, and practical support so volunteers can carry out their responsibilities effectively and safely.
- **Sustains involvement** – Recognises and values volunteers' contributions, listens to feedback, and helps identify improvements that strengthen the volunteer experience and long-term engagement.

Our five behaviours

Created by our people – for our people; our behaviours underpin much of what we do and reinforce the type of organisation we want to be. They're an integral part of how our performance is managed and how we recognise great work, and map across our learning and development offering too.

You will seek to bring our behaviours to life in all that you do:

- **Include everyone**
- **Do your very best**
- **Take full ownership**
- **Work well with others**
- **Openly communicate**

Main duties and responsibilities (not necessarily in priority order)

- Develop and implement the IET's international strategy, working with the Portfolio and Product Management team and overseas colleagues to develop local strategies and tactical plans that align with wider organisational objectives.
- Lead effective international business planning, agreeing annual KPIs with overseas teams, monitoring performance against agreed objectives and producing regular reports and updates for IET leadership and governing Boards where required.
- Provide ongoing strategic and operational advice to international offices, supporting Country Heads and local teams to deliver their business plans and identify opportunities to improve performance, productivity, efficiency, and profitability.
- Ensure international operations are legally and financially compliant, working with Country Heads and relevant UK colleagues across India, China, and new markets to ensure appropriate operating structures, governance and processes are in place.
- Work with Portfolio and Product Management to understand local market needs, using market research and insight to regularly review and develop the portfolio of products and services offered in international markets.
- Support effective matrix working between international and UK teams, encouraging collaboration, clear communication, and the sharing of knowledge, while advising UK colleagues on local cultures, business practices, and effective ways of working.
- Build strong relationships with international colleagues, developing an understanding of the impact of different cultures, working practices, and time zones and providing coaching, mentoring and support where appropriate.
- Maintain effective international operating documentation, working with overseas offices and UK colleagues to develop and keep up to date operating manuals, finance manuals, and employee handbooks for each international entity.
- Identify and develop opportunities in new international markets, assessing potential opportunities and working with relevant stakeholders to support long-term, sustainable growth for the IET.
- Maintain strong relationships with international professional bodies and external organisations, managing cooperation agreements where appropriate and representing the IET at relevant international business and professional events.
- Host international delegations in the UK, using these opportunities to strengthen relationships, promote the IET and identify potential areas for collaboration and growth.
- Oversee annual financial planning for India, China, and new markets, ensuring financial performance is accurately tracked, forecast, discussed and reported.
- Support effective financial management and reporting, including attending pre-day eight budget meetings and ensuring India and China financial information is submitted accurately and on time each month.
- Represent the IET at relevant external forums and organisations, including Department for Business and Trade, China Britain Business Council, UK India Business Council, and Benchmark Partnership events and meetings.
- Attend IET Board meetings where required and provide relevant information and updates on international operations and performance.
- Deliver and coordinate training for overseas colleagues, supporting the development of capability and ensuring teams have the knowledge required to operate effectively.
- Provide practical problem-solving and administrative support where required, contributing to wider international projects and priorities and undertaking other reasonable duties
- Any other duties as are reasonable as per the skill and experience of the post-holder.

The following generic responsibilities would also apply to the role. Specific responsibilities will vary depending on the department and level of seniority.

- **Shape the IET's future:** You'll play a key role in developing and implementing strategic plans that define the direction of the IET and contribute to long-term success.
- **Lead and inspire teams:** You'll provide strong leadership that motivates and inspires your team and the wider One IET team to achieve their best, fostering a culture of purposeful collaboration and open communication.
- **Maximise team strengths:** You'll enhance productivity and engagement by maximising your team's understanding and use of their strengths, ensuring that each team member can contribute their best work.
- **Manage performance and development:** You'll be responsible for setting clear objectives, monitoring performance, and providing feedback and development opportunities for your team members.
- **Build strong relationships:** You'll develop and maintain strong relationships with internal and external stakeholders, effectively representing the IET and its vision.
- **Make informed decisions:** You'll exercise sound judgement and make informed decisions, considering all relevant factors and potential risks to ensure optimal outcomes for the IET.

Skills and experience required

- Proven experience of developing and delivering strategies that increase participation, engagement, and commercial or organisational growth within a professional membership or international environment.
- Experience working across geographically dispersed teams, with a strong understanding of different cultures, business practices and time zones.
- Excellent communication, presentation and interpersonal skills, with the confidence to build effective relationships and influence stakeholders at all levels, both internally and externally.
- Experience working collaboratively across multiple teams and functions, with the ability to build strong relationships and operate effectively within a matrix environment.
- Experience working with volunteers, including engagement with Boards, Committees or other governance structures.
- Strong organisational and planning skills, with the ability to manage multiple priorities, meet deadlines and maintain effective oversight of complex international activity.
- Strong commercial and financial awareness, with experience of business planning, KPI setting, performance monitoring, forecasting and reporting.
- Ability to identify opportunities, analyse market information and translate insight into practical strategies and actions that support sustainable growth.
- Strong problem-solving skills, with a proactive and flexible approach to managing operational and strategic challenges.
- Strong IT skills, with the ability to use business systems and digital tools effectively to support planning, reporting and communication.
- Willingness and flexibility to travel internationally and work outside normal hours where required to support international teams and activities.
- Experience within the engineering and technology sector and/or professional membership organisation within a customer/client-facing environment would be advantageous.

The following generic skills and experiences would also apply to the role. Specific requirements may vary depending on the department and level of seniority.

- **Proven leadership experience:** A demonstrably successful track record in a managerial or leadership role is essential.
- **Exceptional communication and interpersonal skills:** You'll possess excellent written and verbal communication skills, with the ability to present information clearly and confidently. You'll build rapport and trust with team members through effective communication and active listening.
- **Strong organisational and time management:** You'll demonstrate excellent organisational skills with the ability to prioritise effectively and manage your workload to meet deadlines consistently.
- **Technical or administrative expertise:** You'll possess in-depth knowledge of the relevant technical or administrative area, coupled with a commitment to lifelong learning and development to stay current with industry trends and best practices.
- **Motivational and inspirational leadership:** You'll be able to inspire and empower your team to achieve their full potential through facilitating learning and fostering a culture of innovation, collaboration, and excellence.
- **Teamwork and independent work:** You'll be a strong team player with the ability to work independently and take initiative when required.

- **Inclusive and positive work environment:** You'll be passionate about creating a positive and inclusive work environment where diversity is celebrated, and each individual feels empowered to contribute and thrive.
- **Proficiency in IT tools:** You'll be proficient in Microsoft Office applications and demonstrate a willingness to learn and use any applicable support systems, including CRMs and databases.

Document control

<i>Authorised by</i>	<i>Job Title</i>	<i>Date</i>
<i>Head of Department / Team</i>	<i>TA, Chief Engagement and Growth Officer</i>	<i>08/2026</i>
<i>Strategic People Partner</i>	<i>GB, TARM</i>	<i>08/2026</i>

This job description is not intended to include specific tasks, temporary activities or projects but aims to describe the overall purpose and outputs for the role and may be subject to change. Using this role profile, specific success objectives will be part of the ongoing performance conversations with your manager throughout the year.

It's the expectation that you will understand and keep up-to-date with all IET mandatory policies and appropriate training, including data protection and data handling, as well as current Health and Safety policies.