

VOGUE COLLEGE OF FASHION

Job Title:	Visa Compliance Coordinator
Organisation:	Vogue College of Fashion (as well as supporting other schools within the BrandEd portfolio)
Location:	30-31 Bedford Square, London, UK
Reports to:	Immigration Services Manager, BrandEd
Contract:	Full-time (35 hours per week), permanent, hybrid working
Salary Range:	£29,000-£34,000 per annum depending on experience

Role Summary

The BrandEd group consists of a group of small specialist higher education schools offering unique relevant experiential learning taught by industry leaders from iconic global brands. This position will provide international student services for both Vogue College of Fashion and Sotheby's Institute of Art. Our London schools consist of over 90% international students, making this diverse role integral to the company's success.

The Visa Compliance Coordinator will work within the Immigration Services Department to help coordinate United Kingdom Visa & Immigration (UKVI) compliance activities and ensure the good standing of students at Vogue College of Fashion under the Student Sponsor Licence held by Sotheby's Institute of Art. This includes assisting in the delivery of sponsorship support through compliance reporting and monitoring, and through the lifecycle of students from CAS allocation, monitoring of attendance and even extend to departing students who are switching into work roles. The position will also help to provide immigration support services for other BrandEd schools. The position will review, develop, and strengthen established systems, processes, and practices in relation to sponsorship duties and responsibilities. This position reports to the Immigration Services Manager who is responsible for all UK schools in the group.

We are looking for a motivated individual who can work effectively in a small team to handle the diverse needs of our staff, applicants and students. This is a crucial position within the schools; the post holder will help manage and implement advice, compliance policies and processes, to support our international students. This includes Student Route visa sponsorship and other immigration compliance requirements.

The post holder will also represent the International Services Team to internal and external network groups as well as other elements of the BrandEd structure, allowing the individual to develop and maintain a vital stakeholder network while staying updated on sector developments.

This position would exceptionally suit an applicant currently working in Higher Education who is keen to move into a more specialist environment.

Key Duties and Responsibilities

- Work closely with Student Services, the school Registrar and other relevant stakeholders from across all schools to ensure thorough and compliant attendance / engagement monitoring processes.
- Ensure that sponsored students are aware of and adhere to their student visa requirements.
- Maintain an up-to-date knowledge of UKVI policy and monitor developments on UK immigration legislation and the Sponsor Guidance produced by the UKVI under Student route of the Points Based System and other student-related immigration categories.
- Undertake Level 1 User responsibilities on the Home Office Sponsorship Management System (SMS), including (but not limited to) amending live CAS data and reporting responsibilities.
- Monitor and review the school's compliance policies, processes, and procedures on an on-going basis and help ensure compliance with the regularly changing immigration legislation and guidelines.
- With assistance from the Immigration Services Manager, responsible for administering the necessary processes for Confirmation of Acceptance for Studies (CAS) issuance to support new applicants and visa extensions.
- Support pre-enrolment and document checking activities of international students in accordance with the Home Office and Institute requirements.
- Work with the Careers team and programs staff to ensure that all courses with work placement meets the Home Office Sponsor Guidance definition and collect details of placements and report these to the Home Office.
- Compile detailed reports and interpret the implications of the data in relation to the changes of student circumstances (e.g., withdrawals, interruptions, no-show, change of program) to ensure that these students are reported to the UKVI promptly.
- Respond to UKVI queries regarding both individual students and general policy, seeking further clarification from the UKVI, and deciding when guidance is required concerning implementation of revised and new external regulations.
- Help maintain the Visa Compliance web pages across all London schools, ensuring that information is kept accurate and up to date.
- Conduct Admissions credibility and Pre CAS interviews in conjunction with the Immigration Services Manager.
- Update and maintain relevant student information and documentation as per UKVI Student Sponsor Guidance, Appendix D.

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required.

Person Specification

Essential

- Administrative experience, preferably in education
- Excellent IT skills with working knowledge of MS Office packages, especially Excel
- Excellent organisation and time-management skills, with the ability to plan workload for self and others

- Attention to detail and resilience in sometimes labour-intensive tasks
- A willingness to learn and develop into the role to help maintain process, policy and procedure
- Strong customer service and problem-solving
- Ability to maintain records systems
- Effective communication with stakeholders at all levels
- The ability to promptly adapt to change and conflicting demands
- Proactive and an enthusiastic team player
- Evidence of a capability to produce, analyze, and interpret large quantities of often complex information.

Desirable

- Experience in Visa Compliance, International Support, or another HE student support role
- A degree or equivalent qualification
- An ability to interpret complex regulations
- Presentation skills
- Some knowledge of the Student Visa Sponsorship process
- Some knowledge of the academic cycle and student journey
- Some knowledge of the student recruitment and admissions procedure in higher education
- Some knowledge of basic UKVI legislation, policy, and regulations
- An understanding of compliance and it's relation to students in a higher education institution

Application Process

Please submit your CV and a covering letter demonstrating your interest in this position and how you meet the person specification to: ukvacancies@branded-edu.com. The closing date for applications is 16 February 2025.

Applicants who are interested in discussing the role informally before applying may contact the hiring manager, Rob Pennell, at rpennell@branded-edu.com

Benefits of working for Vogue College of Fashion include:

- 25 days annual leave plus up to 4 days additional discretionary leave during the Christmas period
- Option to purchase an additional 5 days annual leave on a salary sacrifice basis
- 24/7 access to an Employee Assistance Programme
- Volunteering days
- Life insurance
- Discount for gym membership