

JOB DESCRIPTION

Position Title: Study Trips and Visa Coordinator - MA Programmes
Location: Sotheby's Institute of Art - London / Hybrid working
Hours: Full time / part-time considered
Salary: £32,300

This exciting new position involves planning and booking student study trips across Europe and Asia. These trips are a vital part of MA Programmes and of the student learning experience on these programmes. Occasionally, you may also be required to accompany the students on the study trips which will include travel to destinations in Europe or other destinations. You will work closely with, and under the supervision of, the Manager - MA Programmes and play a key role in providing the necessary support, booking and communication of all relevant travel and visit needs across all MA Programmes. The role will also develop and maintain systems to ensure that the Institute and its students uphold student visa compliance with UKVI while students are enrolled, responding to enquiries from students and staff as required.

The ideal person for this role will be an experienced travel coordinator who may also have experience working in a higher education environment, with a knowledge of large group travel and residential bookings abroad. They will be organised and thorough and ideally have knowledge of international student visa compliance regulations.

Sotheby's Institute of Art can be found in the heart of Bloomsbury, London. Since its founding by Sotheby's Auction House in 1969, Sotheby's Institute - London has pioneered the education of arts professionals and runs a range of MA programmes and other short courses. MA programmes are validated by The University of Manchester, part of the prestigious Russell Group of Universities.

JOB PURPOSE/OBJECTIVE OF THE ROLE:

This role involves planning and booking student study trips across Europe and other destinations. These trips are a vital part of MA Programmes and of the student learning experience on these programmes. The postholder may also be required to accompany the students on the study trips which will include travel to destinations in Europe or other destinations. You will work closely with, and under the supervision of, the Manager - MA Programmes and play a key role in providing the necessary support, booking and communication of all relevant travel and visit needs across all MA Programmes. The role also undertakes the critical function of developing and maintaining systems to ensure that the Institute and its students uphold student visa compliance with UKVI while students are enrolled, responding to enquiries from students and staff as required.

KEY DUTIES AND RESPONSIBILITIES:

Travel and Event Administration

- Responsible for the booking and administrative maintenance of all study visits, trips and events for MA programmes.
- Sourcing suitable and cost-effective accommodation and travel.
- Liaise with Programme Directors and Academic Faculty to devise a timetable for each study trip.
- Negotiate contracts and fees, build key relationships with existing and new service providers.
- Prepare programme travel materials including production and distribution of relevant timetables, lecture notes, maps, notices, and general information for students.
- Via Canvas, maintain student portals so that students have online access to timetable, materials, maps etc.
- Assist Manager - MA programmes by collating information about the study trip budgets and expenditure. Carry out monthly ledger checks and chase invoices as needed.
- Brief relevant members of staff or student groups with details about the trip prior to their commencement.
- Create individual and group risk assessments as appropriate for each trip and ensure students and faculty are aware of any health, safety or security risks.
- Brief colleagues on incident reporting protocols during trips
- Assist and accompany study trips when required
- Assist with the organisation of events, such as student receptions and assist with the annual orientation days and graduation ceremony, as needed
- Maintain up to date knowledge of changing travel restrictions including Schengen Visa requirements and international Covid measures and providing guidance and briefings to management, staff and students as necessary

Visa Coordination:

- Responsible, in collaboration with the MA Administration team, for developing and implementing a system of record-keeping, compliance and communication to relevant parties.
- Respond to and refer queries from staff and students about compliance issues.
- Work with the Visa & Immigration Compliance Manager to ensure audit preparedness.
- To monitor and report changes in student attendance and circumstances to the Registrar and Visa Compliance Manager consistently.
- Liaise with external bodies to ensure up to date knowledge and best practice in this area.

The above list of responsibilities may not be exhaustive, and the post holder will be required to undertake such tasks and responsibilities as may reasonably be expected within the scope and grading of the post.

PERSON SPECIFICATION:

Essential

- Experience coordinating travel and accommodation for large groups
- Experience of project coordination and tracking expenditure
- Ability to negotiate prices of accommodation and venue hire
- Strong customer service experience and relationship management
- Organisation, problem-solving and logical thinking skills
- Ability to maintain consistent and thorough records
- Time-management and organisational skills required in order to work on several study trips at once
- Strong IT proficiency with competent use of Microsoft Office skills including Excel, Word, PowerPoint, Outlook, Teams and, following relevant training and support, with CAMS (Institute student database)
- Excellent communication and people skills

Desirable

- Knowledge of visa compliance and UKVI regulations
- Knowledge and understanding of the Higher Education environment
- Educated to degree level or equivalent
- Able to speak additional languages

Please note the following:

1. Please submit your CV and a covering letter demonstrating how you meet the person specification for this position to: **vacancies@sothebysinstitute.com** Please state where you have seen this role advertised.
2. Please include details of 2 referees, one of which should be your current / most recent employer. Referees will not be contacted without seeking prior agreement with applicant.
3. Salary dependent on skills, qualifications and experience, £27,000 – £29,000 per annum.
4. Benefits include 25 days annual leave plus additional discretionary leave during the Christmas period, life insurance and 24/7 access to an Employee Assistance Programme. The Institute operates a hybrid working policy, with employees normally able to work up to 3 days from home per week.
5. Closing date 7 August 2022. Please note applications will be shortlisted as they are submitted and the post may close early.