

Sotheby's INSTITUTE OF ART

Head of Admissions, Graduate Programs - London

Salary: £47,500 – £50,000

Department: Global Enrollment & Marketing

Reports to: Global Head of Admissions, Degree Programs

Location: London, Bedford Square

Role overview

To provide strategic leadership to the admissions and recruitment functions by maximising the reputation of Sotheby's Institute of Art as a global leader in art business education and increasing the organisational performance to fulfil the Institute's student recruitment and retention goals while remaining true to its core values. Additional support may be provided to other BrandEd schools — Conde Nast College, The School of The New York Times, City Football Leadership — as necessary.

Responsibilities

Reporting to the Global Head of Admissions the successful candidate will lead, develop and oversee the implementation of the recruitment and admissions strategy for the institution's postgraduate courses, consistent with objectives to achieve ambitious growth in UK and international student enrolments. Management of the scholarship award process and implementation of a structural change and alignment in the admissions team will also be required. The postholder will be responsible for UK/International Student Recruitment, Admissions, Enquiries Management and Scholarships

- Provide motivational leadership and operational management for the Student Recruitment and Admissions teams to achieve strategic objectives and deliver a highly professional, customer-focused prompt, accurate and compliant application service to prospective students and other key audience
- Oversee the allocation of daily workload and operations within the allocated admissions team ensuring the attainment of KPIs and enrolment targets
- Support all aspects of the admissions process setting and reviewing entry requirements, making admissions/fee assessments and conducting UKVI compliance checks as required

- Lead the development of a high-quality student experience from the first point of contact to graduation
- Work with marketing colleagues to manage the Admissions content on the Institute website
- Collaborate with the Registrar and the Head of Quality in updating Admissions policies and procedures as required
- Support the Admissions Officers in answering enquiries from prospective students, applicants and other key stakeholders, conducting consultation interviews and processing applications
- Design and implement a scholarship and financial aid strategy, and maintain the Institute's relationship with the Chevening Awards
- Provide regular high-level reporting and evaluation on KPIs and progress to targets to the Strategic Leadership Team
- Participate in internal and external recruitment events, including Open Days, exhibitions and fairs.
- Keep abreast of sector trends, data sources and strategic recruitment opportunities

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.

Experience:

Essential- E

Degree or equivalent professional qualification- E

Significant experience in inspiring and managing recruitment and admissions teams in a highly international environment- E

Detailed knowledge of the UK HEI admissions sector and policy/regulatory issues-E

Substantial and proven experience in developing and delivering recruitment strategies for postgraduate courses

Experience in data analysis and utilisation of data-driven insights to optimise marketing and recruitment efforts, demonstrating impact and ROI-E

Experience using CRM systems in HE- E

Desirable- D

Experience using Salesforce CRM-D

Previous experience in recruitment and admissions within a creative HEI- D

A second language-D

Adept at producing reports and dashboards to monitor performance- D.

How to apply

1. Please submit your CV and a covering letter demonstrating how you meet the person specification to vacancies@sothebysinstitute.com
2. Salary dependent on skills, qualifications and experience: **£47,500 - £50,000 per annum.**
3. Benefits include 25 days annual leave plus up to 4 days additional discretionary leave during the Christmas period, life insurance and 24/7 access to an Employee Assistance Programme.
4. Closing date: **14 September 2023**. Please note that applications may be shortlisted on submission and we reserve the right to close the post early.