



**BIMM
INSTITUTE**

Post: Immigration and Compliance Manager

Location: London or Brighton/Sussex surroundings

Reporting to: Director of Recruitment and Admissions – BIMM UK Music Colleges

Contractual Hours: Monday to Friday 9am – 5.30pm

About BIMM Institute

BIMM Institute has colleges in eight highly creative cities – London, Berlin, Dublin, Brighton, Manchester, Bristol, Hamburg and Birmingham – and is proud to be the largest and leading provider of creative arts education in Europe.

BIMM Institute's colleges have over 35 years' experience between them in helping students launch successful careers in the Music, Film, and Performing Arts Industries.

Our vision is to work hand in hand with the creative industries to offer a unique educational environment that nurtures talent and enables future generations to find their place within the creative arts.

Our values are at the core of our success; Believe in Everyone, Challenge the Norm, Grow Together, Own It and Do the Right Thing.

We offer a broad range of Higher and Further Education courses in popular music, performing arts and film and screen – including BA(Hons)/BMus Degrees, nationally accredited Diplomas and MAs. Our professional highly vocational and real-world courses include studies in music performance, performing arts, songwriting, music production, music business, event management, music marketing media and communication, film and screen.

Person Specification

This role requires a diligent team player who has proven knowledge and experience in immigration and compliance within the UK, preferably within the area of international student sponsorship.

The post holder will be responsible for leading on strategy, policy and process in regard to the institutes student sponsor duties, upholding UKVI regulations and expectations.

The Immigration and Compliance Manager for BIMM Group will be integral to the development and implementation of BIMM's policies and processes that ensure BIMM Group meets its student route sponsor obligations.

They should have an excellent understanding of UK Government policy on student immigration and compliance matters and be able to provide leadership and management of the BIMM Group compliance team. The post holder is expected to be personable and professional in their communication and demeanor as the role requires the ability to build rapport and relationships with BIMM Group colleges, specifically departments working closely with the students, such as Student Services and senior academic colleagues.

In addition to working across college teams, the Immigration and Compliance Manager will also be in regular liaison with the BIMM Group International Recruitment department and International Admissions, therefore, an understanding and appreciation of the various international angles of a sponsor would be highly valued, in order to work towards delivering the best experience possible for BIMM Group international applicants and students.

Essential Criteria

- Senior management experience – leadership of a team or department (ideally experience in leading a team of a minimum of 4 staff)
- Immigration and compliance experience, preferably within the education sector
- Strong communication skills – an ability to present complex information in a clear and concise manner
- Up to date knowledge on UKVI policies and processes
- Excellent understanding of sponsor obligations, and experience in working with an organisation who hold a Sponsor Licence
- A desire for a career in immigration and compliance
- Enjoys working in a team and collaborating with other departments
- Experience working within higher education and/or further education
- Knowledge of Non-UK academic qualifications and English Language tests
- Ability to work under pressure
- Budgets – putting budget proposals together, working within set financial parameters

Desirable Criteria

- Experience of working within creative arts education, or creative arts industries
- Ideally be educated to Degree level
- International Recruitment or Admissions experience
- Multilingual

Accountabilities

1. Immigration and Compliance

- Providing advice and guidance to the BIMM Group on Sponsor obligations and to ensure the department is fully up to date at all times on UKVI regulations and government policy in relation to immigration matters
- Ensuring the BIMM Group is upholding sponsor duties and responsibilities at all times, throughout the academic year and admissions cycle; including sites and partnerships applications, basic compliance assessment submissions, assisting with CAS renewal applications

- Attendance Monitoring of SRV students; leading on annual reviews of BIMM Group's attendance monitoring policy and processes. Working closely with the central academic teams to ensure the policy supports a positive learning experience and safeguards our international students
- Work closely with senior management ensuring that all colleges on BIMM's sponsor licence and BIMM central departments are aware of compliance requirements and implement regular training to support this.
- To represent the BIMM Group Immigration and Compliance department on various academic and operational meetings that require compliance as part of the membership to satisfy the meetings terms of reference
- Public information; ensure all public facing documentation is reviewed and updated annually to reflect up to date requirements and information regarding student route visa policy and processes
- Attend key conferences with team to ensure departmental knowledge is current and aware of trends within the realms of international student sponsorship
- Lead on audit preparations and regulatory visits when required, arrange and coordinate annual mock audit conducted with an assigned external legal representative or advisor, arrange and respond to peer to peer reviews.
- Sponsor License management include Level 1 SMS user reporting duties, CAS allocations and renewals, Basic Compliance Assessment (BCA) applications and maintenance, MI report management, license renewals. Ensure regular sign in/activity, discuss any material changes (changes within the institution, such as adding a new campus to the license) with Authorizing Officer prior to actioning.

2. Supporting International Student Enrolment

- Development and coordination of rights to study check policies
- Assist with checks relating to visas, BRPs in person for SRV and AIS students
- Collate and record E-Gates related data and other information requested by the Home Office.
- Arrange for the immigration and compliance team to support with induction events during enrolment weeks
- Ensure non-enrolment, refusals and incorrect BRPs are reported accordingly (and corrected if applicable).

3. Supporting International Student Recruitment

- Contribute to international recruitment meetings and strategies to meet credible student applications targets.
- Maintain positive relationships with international schools (both in the UK and overseas) and agents and BIMM representatives. Assist with international agent training where appropriate.
- Maintain CAS consultation processes to ensure applicant credibility, conduct risk assessments where appropriate.

4. Training and development

- Keep up to date with Home Office policies and guidance developments, attending relevant training workshops/seminars as required
- Oversee the implementation and planning of departmental training - awareness of compliance issues, provide advice on best practice and to inform of changes to immigration/reporting requirements.

5. Line Management

- Line management of the BIMM Group Immigration and Compliance team – to involve staff support, responsibility for arranging training and professional development, approving sickness and annual leave, conducting annual appraisals, supporting progression
- Comply with and implement as appropriate, all of BIMM's policies and procedures, with particular reference Safeguarding, Equality and Diversity, and Health and Safety.
- We are committed to establishing a culture of inclusivity across BIMM Institute, so that we truly represent the diversity of our students and the creative industries, both in what we teach and how we work.

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We encourage applications from black and minority ethnic candidates who are underrepresented in our organisation.

All posts are subject to Right to Work and DBS checks.