

Job brief and person specification: Head of Centre BD

Brit Education Centre

Position: Head of Centre

Type of Job: Full time

Location: Dhaka, Bangladesh

Monthly Salary: Taka 100,000/ (one lac) Gross (Pro rata)

Other benefits: Bonus

Overall responsibility: Project development, effective management and delivery of the centre

Reporting to: Director of Bangladesh Division

Closing date: 31st January 2020

Line management responsibility: 4 +

Project start date: 2nd of March 2020

The Candidate

We are seeking to recruit a dynamic, self-motivated and experienced senior professional manager to join our growing education centre in Dhaka.

The position has two main strands one is business development and the other is educational achievement. This is a challenging position and hence reflects the pay package.

The successful candidate will have a proven track record in academic leadership and/or general management.

Background

Brit Education Centre is the sister organisation of Brit College Ltd, its well-established award winning independent higher education provider www.Britcollege.ac.uk.

Our long term aim is to reach out to learners across the globe, especially in Bangladesh to make UK degrees and vocational qualifications accessible for a wide range of potential students.

This is our flagship project outside the UK and the successful candidate will drive the Centre's growth and brand in Bangladesh. He/she will be supported by a committed team.

Project description

The objective is to develop the project from the beginning and secure a suitable premises for the centre. First Phase of the project is to recruit students-into our Level 3 courses in; **Business Studies, IT, Travel and Tourism as well as IELTS preparation courses.**

Applicants for these courses must have-a minimum of **SSC (or equivalent) qualification and IELTS level 4 or equivalent English Language skills.**

The courses will be classroom based in the first instance, with appropriate on-line support and resources. It is anticipated that students will be assessed on the basis of submitted assignments and portfolios of work rather than by taking examinations subject to the requirements of the awarding body for the qualification.

On successful completion of a course the students will be eligible to progress onto a degree programme with a recognised UK university. The successful students will also be eligible to apply to Universities in USA, Canada, Ireland, Turkey and France etc.

The strategic objective is for the Centre to offer its own degree courses in due course.

Head of Centre duties

The Head of Centre will ensure that the centre delivers on all aspects of taught provision within the centre including; drawing up a marketing and recruiting plan for students, organising the time table, syllabus, recruitment of staff/ training, managing the budget, ensuring the quality of the teaching is maintained to the agreed standards, the student experience, progression and retention.

The Head of Centre will be a professional manager with relevant academic and/or business expertise. The Head of Centre will be able to develop an effective strategy based on results and metrics driven, but with the student experience at the core of everything they do.

The Head of Centre will be responsible for ensuring that the centre is fully compliant in terms of meeting all its regulatory requirements and expectations.

The Head of Centre will drive the centre forward and develop teams of staff to ensure that the centre achieves its student recruitment targets and develops appropriate mechanisms for effective marketing and student recruitment and for enhancing the quality of the students' teaching and learning experience.

The Head of Centre will oversee placement testing, timetabling, designing syllabus and conducting peer observations as well as leading in-house training sessions and monitoring the marketing team. The Head of Centre will be responsible for recruiting and managing appropriate staff to ensure that these duties are carried out in a timely and effective way.

The Head of Centre should have a strong background in the development of partnerships/alliances/collaborative work. The Head of Centre should also have substantial work experience in education at a senior level, or equivalent senior position in business or another relevant area.

The Head of Centre should have a good understanding of marketing, student recruitment and be able to think and plan strategically, achieve priorities and meet strict deadlines, able to work under pressure. These are the key strengths for this role.

The Head of Centre should also have a proven track of success and achievement in the education sector and/or relevant business experience.

The Head of Centre will have delegated responsibility for some of the works.

The Head of Centre will be give other duties/responsibilities commensurate with payment scale

If you think you are the right person for the job then we would like to hear from you.

Selection criteria

Qualifications (essential)

Relevant academic or professional qualification(s) at Masters level or the equivalent

Qualities (essential)

- Highly organised, able to meet tight deadlines and proactive attitude
- Multi-tasking
- Taking ownership and being reliable and solutions orientated
- Have a strong work ethic and professional approach.

Have relevant team building and leadership experience and be able to form effective working relationships with academic and administrative staff at all levels. Be an effective self-starter and able to acquire relevant working knowledge and expertise in a timely and efficient manner.

Experience (essential):

- A minimum of 2 years' experience in leadership and management in education and/or business or other relevant areas
- Knowledge and understanding of the British tertiary educational system and especially Level 3 course onwards in Business
- Good command of English language; in reading, writing and spoken
- Experience of developing partnership and networking
- Experience of drawing annual plan, achievable targets and results driven work
- Good IT skills
- Experience of team management and development
- Manage premises facilities and resources
- Have strong leadership qualities and proven leadership experience
- Experience of development and strategic planning, reviewing work and preparing reports and appropriate recommendations

Desirable

- Completed higher education outside of Bangladesh
- Understanding of UK awarding bodies, their admissions and quality assurance process
- Ability to research and assess local regulatory requirements for centre approval and be able to take all necessary steps to obtain relevant accreditations. This will include dealing with the University Grants Commission
- Experience of project management
- Able to advise as to securing suitable premises for the centre
- Experience of developing business and enterprise
- A quick learner

- Experience in dealing with students, parents and guardian people from all levels
- Knowledge of sale or marketing and student recruitment

Selection criteria for interview

Only candidates who are able to demonstrate that they meet the **job description, experience, qualities, qualifications; essential and desirable requirements** will be short-listed and invited for an interview.

There will be three stage interview processes

1. Short-listed candidates will be invited for a skype interview
2. On the day of interview the candidate will be asked to make a presentation on a given topic (the topic will be emailed few days before the interview date) followed by a face to face interview
3. The face to face interview will be held in Dhaka.

How to apply:

Application is online only, via the Brit College website
(<https://www.britcollege.ac.uk/blog/?pid=6&nid=2>)

- a) You should fill out the online application form upload supporting documents.
- b) You should upload your CV (which should be no more than two pages)
- c) You should also upload our Supporting letter (no more than 4 pages), explaining how you meet the selection criteria; **qualifications, job description, experience, essential and desirable requirements**. You may demonstrate transferable skills relevant for this post. Please give **examples** especially in respect of **areas of your experience**. *It is not adequate to say that "I have 2 years of experience in" without demonstrating in details and giving examples.*
- d) You should provide contact details of 3 referees; it should include **two** most recent employers and one from Higher Education.

Closing date of receiving the application: Friday 31st January 2020 at 5pm Bangladesh time HR@Britcollege.ac.uk

For further information please email HR@Britcollege.ac.uk