

**BPP Job Description**

**Job Title** International Sponsorship Officer

**Department** **International Education Solutions**

**Location Home and office based**

**Additional details**

**Travel requirements (if applicable):**

**Contract type Full time and permanent**

**Hours of work 37.5**

**Reporting lines International Service Delivery Manager**

**Job Purpose**

This job role will assess the eligibility of a prospective international student for visa sponsorship by BPP. Responsible for assessing credibility and compliance eligibility, the International Sponsorship Officer will be required to engage in reviews of documentation and conduct any required interviews for the applicant.

The Officer will be assigned to a specific region / market where they will be expected to understand the nuances of policy and procedure and apply it consistently and to a high quality.

Performance will be monitored on set KPIs concerning output and quality.

**Key Responsibilities**

* Understand BPP admissions policy and criteria and how to apply that to specific applications
* Holistically assess credibility, aligned to UKVI policy and caseworker guidance
* Review and decide on visa sponsorship of an international applicant, conducting a compliance review in line with UKVI policy and guidance
* Identify trends in applications and escalate to International Service Delivery Manager
* Respond to applicant queries relating to their credibility and sponsorship
* Ensure accuracy of data within BPP’s CRM system

**Skills, experience & qualifications required - Essential**

Educated to degree level or relevant work experience

Computer literate with experience of Microsoft Word, Excel and CRM systems

Ability to work with speed and accuracy

Outstanding attention to detail

Commitment to, and responsibility for, meeting strict deadlines

Able to build good working relationships across all levels

Able to work in a fast paced and pressured environment

**Skills, experience & qualifications required - Desirable**

Experience of working in the Higher Education sector

Knowledge of the UK secondary education system

Experience of working within an admissions or recruitment environment

Experience of working in a compliance setting