

CAMBRIDGE MUSLIM COLLEGE



Job Description - Diploma/Certificate Programme Manager

The Diploma/Certificate Programme Manager is responsible for managing the development and delivery of Diploma/Certificate Programme and any associated shorter versions of the programme. The Programme aims at helping students with a background in traditional Islamic studies to go on to join the mainstream of British further education and professional services.

Key responsibilities

General College Administration

1. Provide minutes at meetings when required.
2. Answer and refer external enquiries in a timely manner to appropriate personnel.
3. Receive visitors and help with Diploma/Certificate Programme guests.
4. Liaise closely with all members of the front office team.

Diploma/Certificate Programme

1. Act as first point of contact on issues related to the Diploma/Certificate Programme.
2. Manage the running of the Programme from application to completion.
3. Manage the Programme budget.
4. Ensure that quality and standards that are required for accreditation are maintained.
5. Ensure all policies relevant to the Programme are implemented.
6. Respond to student, academic and administrative enquiries and needs.
7. Ensure examinations are conducted in line with policy and invigilation guidelines and take responsibility for the security of exam papers and scripts.
8. Maintain administrative policies related to this role.
9. Liaise with Accommodation Officer regarding student accommodation provisions.
10. Maintain students records in line with data protection and retention policies.
11. Liaise with staff overseeing library services regarding the acquisition of new learning resources.
12. Maintain student portal with programme information, schedule, and course materials.
13. Ensure College website pages related to the Programme are kept up to date.
14. Assist in developing and delivering events related to the delivery of the Programme.
15. Obtaining student reports for donors.
16. Assist in the development of literature and PR materials for the Programme.
17. Process and maintain teaching and financial records of Lecturers, Supervisors, Course Convenors and External Examiners'.

Alumni Development

1. Manage the Alumni Advisory Board.
2. Develop the alumni network.
3. Manage communication and fostering relationships with the Diploma/Certificate recipients.
4. Assist in organising events for Diploma/Certificate recipients.
5. Promoting the alumni community to current students.

Key Skills

- Excellent skills in organisational management and the ability to work under pressure and meet tight deadline.
- Good IT skills and experience using social media.
- Exceptional interpersonal skills and the ability to interact effectively with individuals from various sectors and fields of practice.
- Highly developed verbal and written communication skills.
- Ability to foster effective working relationships within a team environment.
- Ability to communicate and work effectively with external stakeholders.
- Willing to occasionally work unsocial hours.
- Close attention to detail.

Requirements

- University degree or equivalent in education or related field.
- Previous experience in an educational institution in programme development.
- Experience delivering operational services in the public or private sector.
- Understanding of the Muslim education sector as it relates to higher education and public outreach.

Salary and Benefits

A competitive salary of between £29,515- £34,189 per annum, subject to qualifications and experience.

How to apply

Applicants must have the right to work in the UK and must demonstrate a commitment to the aims and ethos of the College. Applicants should submit a covering letter and curriculum vitae to humanresources@cambridgemuslimcollege.ac.uk.