

**ROLE DESCRIPTION AND FURTHER PARTICULARS****Head of Governance, Quality and Compliance**

**Location:** 30 Bedford Square, WC1B 3EE

**Salary range:** £62,000 - £69,000 per annum

**Contract type:** Full-time and permanent (35 hours per week)

**About us**

Sotheby's Institute of Art and Vogue College of Fashion are owned by Edconic, an organisation that partners with prestigious companies to deliver relevant, experiential learning programs taught by industry experts from the world's best brands. As well as Sotheby's Institute of Art and Vogue College of Fashion, the Edconic portfolio currently includes The School of The New York Times, Manchester City Sports Business School and WIRED Education. Edconic's academic programs range from pre-college to master's degrees with campuses in New York, London, Madrid and Online, and partnerships in Seoul and Beijing.

**Sotheby's Institute of Art**

Established in 1969, Sotheby's Institute of Art is now among the world's leading specialist higher education institutions, offering programmes for professionals, pre-college audiences and postgraduate students seeking careers in art business and an understanding of the global art economy. Our offerings cover everything from art history to key business skills from our campuses located in the world's art capitals of London and New York, as well as online.

Courses at Sotheby's Institute are structured with the guiding principle that education is gained in the classroom, but equally important is hands-on experience and situational context. Institute faculty are experts and leaders in their fields, bringing a wealth of practical knowledge from their professional experiences as well as a solid academic grounding to all students.

**Vogue College of Fashion**

With campuses in key fashion capitals and online programmes, Vogue College of Fashion blends academic rigour with real-world industry experience. Partnering with top universities, we deliver a comprehensive educational experience and continuous

industry engagement. As an extension of *Vogue*, we provide ongoing engagement with industry professionals, offering insights and experiences beyond the classroom.

Our programmes integrate rigorous study with hands-on practice. Students tackle real projects, connect with industry leaders, and visit top companies, ensuring they gain practical skills and a solid understanding of fashion's global impact. Our alumni work with leading brands like *Vogue*, Cartier, Dior, *GQ*, and Louis Vuitton.

At Vogue College, students become part of a global community, whether on-campus or online. Through transformative education, the College takes account of diverse attitudes and cultural viewpoints, recognising fashion's role and significance in cultural, economic, global, local and community contexts.

### **Role Purpose**

The Head of Governance, Quality and Compliance is responsible for driving forward the governance, quality and regulatory compliance framework for Sotheby's Institute of Art and Vogue College of Fashion.

Sotheby's Institute of Art (SIA) and Vogue College of Fashion (VCF) are registered with the Office for Students as Institute of Art London Limited (IOALL) and are part of the Edconic educational group. As such, they share a range of services but have two different validating partners and institutional personalities. The role holder will work collaboratively across both institutions and their respective leaderships. Together, they currently teach between 300 and 400 undergraduate and postgraduate students per year.

Leading a small team and forming an integral part of the Quality Team, the role holder has a key role in continuing the work of integrating key functions of the institutions, balancing this with the need to preserve their distinctive practices and characteristics. The role holder will ensure that governance, quality and compliance serve the mission, strategic plan and operational needs of SIA and VCF.

### **Key Duties & Responsibilities**

#### **Governance and Compliance**

- Serve as clerk to the institutional Governing Body and its committees, engaging with governors, dealing with logistics, ensuring effective governance, accurate records and compliance.
- Liaise and coordinate with the Internal Auditors, supporting audit planning, reporting and follow-up actions.
- Own and maintain the institutional risk register, ensuring risks are identified, mitigated, and reported appropriately.
- Contribute to the organisation's regulatory compliance framework including CMA, Safeguarding and Visa Compliance.

- Work with and provide leadership for staff involved in compliance, governance and quality and to ensure a responsive and high-quality service to both internal and external stakeholders.
- Broad oversight of the library, and line management of the Librarian
- Broad oversight of, and line management of the Head of Counselling and Student Services (SIAL only)

### **Regulatory Reporting and Assurance**

- Oversee Office for Students (OfS) data returns, in collaboration with the Quality Manager and other colleagues, to ensure accuracy, timeliness, and regulatory assurance.
- Oversee the Access and Participation Plan for Vogue College of Fashion, ensuring compliance with OfS requirements and alignment with institutional strategy.

### **Quality**

- Contribute to institutional strategic development.
- Lead on strategic and policy development for governance, compliance and academic quality.
- Work with the Quality Manager on aligning policies across both institutions, where appropriate.
- Chair the Academic Standards Committees for both institutions and attend the Academic Board meetings.
- Oversee student feedback mechanisms, including surveys and student committees and reporting outcomes at appropriate committees.
- Participate in student casework including complaints, academic appeals, student disciplinary and misconduct processes where required.
- Maintaining up to date knowledge of sector guidance via an established HE sector network.

The above statements are intended to describe the general nature and level of work being performed by an individual undertaking this position. They are not intended to be an exhaustive list of all duties and skills, and the post holder will be required to undertake such tasks and responsibilities as may be reasonably be expected within the scope of the post.

### **Person Specification - Skills, Experience and Qualifications**

**Essential criteria** - applicants will not be invited for interview if they do not demonstrate that they fulfil the essential criteria

- Educated to degree level or equivalent
- Substantial experience of quality assurance and enhancement, compliance and regulation in English higher education with particular reference to the Office for Students

- Significant experience of working in Higher or Further Education in a Governance / Quality / Compliance role
- High level understanding of the implications of higher education policy in the context of quality assurance and enhancement procedures and processes, and previous experience of translating strategies into operational policies and procedures.
- Experience of leading and chairing meetings, committees and working groups.
- Excellent written and verbal communication and interpersonal skills including ability to influence and advise senior stakeholders
- Ability to forge relationships with colleagues in partner institutions, oversee and influence the implementation of quality assurance processes
- Ability to work independently and prioritise the workload of self and others
- Ability to meet strict deadlines both internal and external

### **Desirable criteria**

- Relevant postgraduate qualification and/or membership of a relevant professional body
- Active knowledge of the developing role of AI in higher education
- Experience of line management

### **Application Process**

Please complete [an online application form](#). You will be required to upload your CV and cover letter to your application, demonstrating your interest in this position and how you meet the person specification. CVs without a covering letter will not be considered.

The closing date for applications is midnight on Sunday 22<sup>nd</sup> March 2026. Interviews are anticipated to take place on either 20th or 21st April 2026.

Applicants who are interested in discussing the role informally before applying may contact Dr. Jonathan Woolfson, Chief Academic Officer of IOALL: [j.woolfson@sothebysinstitute.com](mailto:j.woolfson@sothebysinstitute.com)

### **Benefits of working for Sotheby's Institute of Art / Vogue College of Fashion include:**

- 25 days annual leave plus up to 4 days additional discretionary leave during the Christmas period
- Option to purchase an additional 5 days annual leave on a salary sacrifice basis
- 2 discretionary Company Global Celebration Days
- 24/7 access to an Employee Assistance Programme
- Access to any course within the Edconic online course portfolio free of charge
- Employee and family discounts on all Edconic courses
- Volunteering days
- Life insurance

- Discount for gym membership
- Access to a comprehensive e-learning platform