

VOGUE COLLEGE OF FASHION

Role Description

Careers Manager

Position Title:	Careers Manager
Reports To:	Head of Careers & Stakeholder Engagement
Contract:	Full time (35 hours per week), permanent
Location:	30 Bedford Square, London, WC1B 3EE
Salary:	£38,000 - £41,000 per annum, dependent on experience

About Us

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.

Vogue College of Fashion is 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 Vogue College of Fashion, the Edconic portfolio currently includes The School of The New York Times, Sotheby's Institute of Art, 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.

Role Summary

We are seeking an aspirational individual to support in the delivery of a high-quality and fashion-focused careers service for students. Through building industry partnerships, coordinating work-placements and delivering employability support, this role helps students access opportunities, networks and skills in the fashion and creative industries.

Reporting to the Head of Careers, the Careers Manager will need a highly operational and hands-on approach. The postholder will be directly involved in student-facing careers support and guidance, and employer engagement, whilst also managing the practical and administrative processes that underpin the careers service at Vogue College of Fashion.

The ideal candidate will have experience in careers services, be confident delivering workshops and presentations, and demonstrate a strong commitment to supporting student employability.

Key Responsibilities

- **Careers & Work Placements**

- Manage all administration related to student work placements. This includes verifying all the correct paperwork is received from the students and the employer, ensuring the placement is set-up properly between Vogue College of Fashion and the employer, and monitoring the progress of the placement, escalating concerns to the Head of Careers where appropriate.
- Ensure that Vogue College remains compliant in accordance with work placement requirements and partnership organisations.
- Support the Head of Careers to strengthen and maintain existing partnerships with industry employers and contribute to the development of new relationships to generate further opportunities for students.
- Coordinate and deliver high-quality employability workshops and careers sessions for current students, ensuring content is engaging, relevant, and aligned with their development needs.
- Provide 1:1 support on CV development, cover letters, job applications, and interview preparation to help students present themselves confidently and professionally.
- Assist with contacting alumni to deliver employability talks/workshops.
- Develop, maintain and regularly update internal jobs boards, the careers portal and work placement databases with new opportunities in the fashion and related industries e.g. Vogue College Careers Connect.
- Update student and alumni profiles on databases.
- Collect and record accurate data on alumni, including Graduate Destination Data for the Office for Students.
- Manage and update all work placement modules and other related pages on Canvas.
- Respond to email enquiries regarding careers and work placements from students, alumni, and employers.

- **Events**

- Support the Head of Careers with the wider career events programme, including organising and marketing employer talks, careers workshops, and an annual careers fair, and assisting with open days, alumni events and networking events.

- Contribute to the smooth organisation and delivery of the monthly Vogue College Presents event series.
- Oversee the administration and coordination of the annual student trip to New York, managing all logistical arrangements.
- Process invoices, overtime and staff billing related to college career events.
- Support other departments with graduate exhibitions, graduation, open days and other College-wide events when required.

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

Essential Skills and Experience:

- Educated to degree level (or equivalent)
- Proven experience of working in a career's advisory, employability or student support role
- Ability to plan and deliver engaging, high-quality employability workshops to students
- Experience supporting students with CV writing, cover letters, job applications, and interview preparation
- Confidence in speaking to groups of students and delivering presentations
- Previous experience of working in the fashion industry
- Excellent written and verbal communication skills with the ability to build rapport with home and international students and alumni
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Proven use of a variety of digital platforms, databases and IT software (knowledge of Canvas is advantageous)
- Proactive and able to work on own initiative as well as part of a small team
- Strong organisational and time management skills

Desirable Skills and Experience:

- Experience of working within a higher education setting
- Interest in fashion, media and creative industries
- Ability to build and maintain effective working relationships with employers and external partners
- Careers-related qualification (e.g. Career Development, Association of Graduate Careers Advisory Services training)

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 5 April 2026. Please note that applications will be considered on receipt, and we reserve the right to close the post early.

Benefits of working for 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 (subject to eligibility)
- Employee and family discounts on all Edconic courses
- Volunteering days
- Life insurance
- Discount for gym membership
- Access to a comprehensive e-learning platform
- Hybrid working