



Careers

WORK FOR US: DIPLOMA OPERATIONS AND CURRICULUM MANAGER



We are looking for a friendly, well-organised and driven Diploma Operations and Curriculum Manager to join our team with a demonstrated passion for yoga education. This role will manage the administration and studentship of the Yogacampus diplomas portfolio including the teacher training and yoga therapy programmes. In addition, this role extends into planning, developing and designing new courses for Yogacampus that can be recognised and accredited by relevant awarding bodies.

Visit the 'Careers' section on our website for more information.

How to apply

To apply for this position please email a CV with a covering letter (as two separate attachments) explaining why you believe you are suitable for this position to daria@yogacampus.com no later than **17th February 2019**

Interviews

21st and 22nd February
Employment to start ASAP or on Monday 18th March 2019.

YOGA CAMPUS

SHARING KNOWLEDGE

Further Information

Person specification

You are highly organised, passionate about yoga education, with excellent communication skills and an ability to build lasting relationships with teachers and students. You know the adult education sector and have experience in project managing a new course from inception to accreditation. You have an up-to-date understanding of curriculum requirements, accreditation and awarding bodies in the UK and current learning/teaching methods.

You have proven IT and project management skills, as well as online education experience and are confident using social media. Ideally, you will hold a teacher training qualification and have an in-depth knowledge of the wider yoga industry. You are self-motivated and keen to take responsibility.

Responsibilities

- Act as primary point of contact for student enquiries offering guidance and support

- Manage the student application process including scheduling interviews and processing deposits

- Manage all on site arrangements for diploma weekend modules including making any special arrangements for tutors, organising student and course administration

-Manage student coursework including monitoring student progress, allocating extensions, coordinating marking between students and teachers and ensuring course fees are paid on time

- Manage all aspects of the Yogacampus Online Platform, including coordination of course documents, overseeing assessment marking and posting announcements

Responsibilities (Cont'd)

- Assist in the planning, designing and delivery of new formal qualifications in further education as well as writing course curricula

- Stay up-to-date with local and national teaching developments and changes in qualifications

Terms of employment

We are looking for someone full time, though would consider 4 days per week for the right candidate in our Head Office in Highbury and Islington. The candidate will report into the Senior Diploma Operations Manager with a dotted line to the Business Manager and Director.

The starting salary for this role is based on the full time salary of **£28,000 p.a.** plus a discretionary bonus.

The role has the benefit of free classes at The Life Centre, as well as 25% discount on workshops and events organised by The Life Centre and Yogacampus.

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Yogacampus

Yogacampus is one of the UK's leading yoga education organisations. We offer a range of courses including workshops, specialist trainings, intensives, yoga therapy training and our highly respected teacher training diploma in London, Manchester and York. In addition, we are also proud to be at the forefront of yoga education with our ever-evolving offering of online and blended learning training.

YOGACAMPUS