



## Head of Operations (part-time)

Matrix College delivers relational integrative counselling training to BSc (Hons) level. Our course is validated by Middlesex University, and we are regulated by the Office for Students. We have recently achieved Approved (fee cap) registration.

An exciting opportunity has arisen for an enthusiastic and motivated person to join the Operational Team.

### **Job specification**

The Head of Operations is a senior level post reporting directly to the Principal.

The primary focus of the job is to work collaboratively with the Operational Team (the Principal, the Clinical Lead and the Registrar) to ensure the continued development, implementation, and maintenance of regulatory processes in order that we meet both regulatory conditions and strategic targets.

This wide-ranging role will include:

- Managing the College's adherence to the regulatory requirements of the Office for Students, HESA, Middlesex University, Prevent and the UKCP
- Being responsible for maintaining quality and compliance with the QAA Quality Code
- Providing regular reports to the Board of Governors
- Assisting the Principal and Operational Team to implement key areas of strategy as detailed in the Matrix Action Plan
- Working with the Registrar to ensure accurate data quality and management

The position is based at Matrix College in Wymondham, Norfolk.

Initially this role is for 2 days a week with the possibility of increasing hours as the College grows. Flexible and home working are possible although the post holder must be able to work Tuesdays at the College in Wymondham.

Please email Fiona Paul, Principal [fiona@matrix.ac.uk](mailto:fiona@matrix.ac.uk) for more details and information on how to apply.

Applications close at 5pm on 27<sup>th</sup> June 2022

Interviews will be held on Tuesday 12<sup>th</sup> July 2022 in Wymondham