

Job Title: Tier 5 Intern Scheme – Coordinator
Location: London
Business Area: GTI Recruiting Solutions
Salary: £competitive



About GTI:

We aim to help students realise their potential in the world of work through technology, content and tools. That's not an easy thing.

We believe in understanding students and partnering with employers, universities, schools and other technology providers.

It's about students finding the right role and employers finding the most suitable candidates. But its more than that – it's about helping young people discover options, develop and build confidence.

GTI Recruiting Solutions holds an 'A rated' Government Authorised Exchange Sponsor Licence awarded by the Home Office and run the Tier 5 Intern Scheme (www.tier5intern.com). The Scheme is designed to allow international undergraduates and graduates to gain experience working in the UK. This scheme provides UK employers with the scope to employ the brightest and best global talent and interns to learn key skills they can take back to their home country.

The Role Aim

Your role will be to ensure that all administration and commercial aspects of the Tier 5 Intern scheme are managed efficiently and that a professional service is delivered to our clients and stakeholders at all times. This will involve co-ordinating the administrative requirements of the scheme and ensuring that an accurate and efficient service is provided, and that all compliance requirements are met at all times.

The Role Outcomes:

- To support the Tier 5 Intern Scheme Associate and Manager with all administrative aspects of the Tier 5 Intern Scheme, including, drafting and assigning Certificates of Sponsorship and ensuring 100% compliance with Home Office regulations - record keeping and reporting requirements – at all times.

Main Duties and Responsibilities:

- **Sponsorship:** Preparing Certificates of Sponsorship (CoS) for individual interns, assessing CoS Request documentation to ensure that all Scheme eligibility criteria are met. Ensuring 100% accuracy in preparation of the CoS in the Home Office Sponsor Management System and associated paperwork and that this is distributed to stakeholders within agreed timeframes.
- **Compliance – Record Keeping & Reporting:** Ensuring that the scheme remains 'audit ready' at all times in preparation for any Home Office Compliance audit. This will involve ensuring that you are fully aware of Home Office Sponsors' Compliance requirements and are keeping a disciplined filing and record keeping and reporting system that is always up to date and 100% accurate. Working with Employers and interns to ensure that they are always meeting their obligations under the terms & conditions of the scheme and are providing required information and records in a timely manner.

- **Immigration Policy expertise:** Ensuring that you have a full understanding of all aspects of the immigration rules, rule changes and policy changes which have an impact on the Scheme at all times.
- **Relationship management:** Maintaining relationships with Employers, Immigration Advisors and other stakeholders to ensure that the Scheme maintains a good reputation and is considered the GAE scheme of choice.

Work Experience, Knowledge & Skills:

- You will be a team player, committed to and motivated by the success of the team. You will be willing to go the extra mile when needed.
- You will be organised with excellent attention to detail
- You will have strong analytical skills and ability to solve problems and make decisions
- You will have a confident and professional manner with excellent written, phone and conversational skills.
- You will be a problem solver, using your own initiative as well as reaching out and learning from others.
- You will have the ability to analyse processes and develop process improvements
- You will have a positive, can do attitude.
- You will be committed to your own self development, taking time to understand our industry, our products and our customers.

Other Information

- Permanent role – 37.5 hours per week between Monday to Friday 9.00 – 5.30pm
- 3-month probationary period
- Benefits package: 5% Contributory Pension, initial 25 day's holiday, enhanced maternity/paternity policies, life assurance scheme