



School of Bhakti is in a pioneering chapter of its history. We aspire to create something that will go around the world and touch the lives of people far and wide. We are blessed to have a team of diverse, creative and highly motivated individuals who offer their time and energy in serving others and making the world a happier place! You are welcome to join us and be part of history in the making!

ROLE TITLE

Compliance & Quality assurance (QA) lead

REQUIREMENTS & RESPONSIBILITIES

The QA Manager has an oversight role for all streams to ensure the application of QA strategy, SOPs (Standard Operating Procedure), policies and templates

- Provide guidance, training and ensure the program adheres to QA Strategy, procedures and their application.
- Ensure that appropriate quality control procedures and checkpoints are established and used correctly so that deliverables adhere to applicable standards
- Facilitate proper project documentation and archiving.
- Review and approve key project documents to ensure that they comply with procedures and reflect the project requirements.
- Perform QA reviews to ensure adherence to QA strategy
- Periodically monitor adherence to standards by attending project status meetings.
- Attend Administration weekly progress meetings
- Key skills - organisation
 - Specific Technical skills:
 - People person
 - Quality Assurance or project management background
 - Process knowledge
 - Logical and organised
 - Good communicator
 - Report writing skills
 - Able to present reports
 - MS Excel, Word, PPT

TIME COMMITMENTS

5-10 hours per week





BENEFITS

Practical support and provision of resources to empower you in carrying out your task.

Ongoing support for your spiritual development through courses and discussion groups.

Your team lead will guide you to help you progress in your area of service.

Points of contact where any suggestions, concerns and complaints can be raised. After volunteering for a minimum of three months 50% off all online courses, after volunteering for a minimum 6 months 50% off courses held onsite.

HOW TO APPLY

Please complete the [application form](#)

