the british psychological society
promoting excellence in psychology

# JOB PROFILE

| POSITION | |
|---|---|
| **Job title:** | Accreditation Lead |
| **Location:** | Partnership and Accreditation Team |
| **Reports to (job title):** | Accreditation Operations Manager |
| **Directorate:** | Research, Education and Training |
| **Band:** | 2 |
| **Date created/reviewed:** | August 2026 |

## JOB PURPOSE

To coordinate accreditation and education governance activities on behalf of the Society, ensuring the efficient administration of accreditation processes, committee operations, and stakeholder engagement activities. The post holder will provide expert coordination and guidance to education providers, reviewers, volunteers, and committees; contribute to the development and improvement of policies and processes; and support the delivery of high-quality, transparent, and effective quality assurance arrangements that uphold the Society's accreditation standards and strategic objectives

## KEY ACCOUNTABILITIES

**Accreditation Implementation & Development**

1. Support education providers offering or developing accredited programmes.
2. Collaborate with reviewers conducting evaluations of new and existing programmes.
3. Responsible for coordinating and supporting partnership visits and paper-based reviews, including reviewer allocation, documentation management, and reporting.
4. Advise reviewers on accreditation standards, policies, procedures, and governance structures.
5. Represent the society at external stakeholder meetings and events as required.
6. Manage review documentation and outcomes, ensuring reports, recommendations, and decisions are accurately recorded and communicated

**Education and Training Governance**

7. Lead the committee recruitment and succession planning, overseeing the development and implementation of generic recruitment resources aligned with wider BPS policies, processes, and workforce planning objectives.
8. Build and maintain strong relationships with current and prospective volunteers, supporting engagement, retention, and effective contribution to accreditation activities.
9. Lead and support with planning, improving and implementing accreditation processes as directed by the Partnership and Accreditation Committee and Accreditation Operations Manager.
10. Monitor external policy developments impacting quality assurance and enhancement.
11. Represent the Society at meetings, events, liaison activities, and stakeholder engagement opportunities as required.

**Operational Coordination and Leadership**

12. Coordinate workloads and priorities across accreditation activities to ensure deadlines, service standards, and operational objectives are achieved.
13. Facilitate team coordination activities, providing direction on priorities and identifying risks, issues, and resource requirements.
14. Escalate operational risks and complex issues appropriately, proposing solutions and supporting their resolution.
15. Lead and contribute to projects and development initiatives that support the Society's strategic and operational objectives.
16. Deputise for the Accreditation Operations Manager as needed.

## KEY WORKING RELATIONSHIPS

a. BPS Member Networks, Training Committees and Strategic Boards
b. Education providers, NHS Trusts
c. Students and trainees
d. Customer Service team
e. Membership team
f. Qualifications team
g. Careers team
h. Research, Education and Practice Directorate
i. Communications and Engagement Directorate
j. External stakeholder groups, including education providers. NHS Trusts, regulatory bodies, partners and the general public.

## GENERAL REQUIREMENTS

You will also:

14. Take on any training required for personal or professional development within your role
15. Carry out your work in line with our policies and procedures
16. Take on any additional duties that might be appropriately delegated to you.

## PERSON SPECIFICATION

Detailed below are the qualifications, experience, skills and knowledge needed for this role. The Essential criteria (E) show the minimum requirements for the post to be carried out competently and effectively. The Desirable criteria (D) are not essential, but may be used to distinguish between applicants in a recruitment process.

| | E / D |
|---|---|
| **Educational & Professional Qualifications** | |
| First degree or equivalent experience | E |
| Level 4 qualification in Business Administration, Quality Assurance, or related field | D |
| **Experience** | |
| Experience of quality assurance or accreditation of qualifications in an HE, awarding body or professional body context | E |
| Experience of working within a complex governance system, including advising committees | E |
| Experience of working with volunteers or within a membership organisation context | E |
| Experience in customer-facing/front-line roles within an organisation | E |
| Experience in project coordination and process review | E |
| **Knowledge** | |
| Commitment to achieving excellent standards of customer service | E |
| Knowledge of current issues facing the Education and Training sector, specifically (but not exclusively) the Education and the Healthcare sectors | D |
| Knowledge of regulatory frameworks, benchmarking and standard setting | D |
| An understanding of committee structures and working practices | D |
| An understanding of professional roles within the Education and Training sector such as Higher Education Institution (HEI) roles, Professional, Statutory and Regulatory Bodies (PSRBs) roles | D |
| **Skills** | |
| Good interpersonal skills that will facilitate day-to-day communication with both senior academics, practising professionals and other relevant stakeholder groups | E |
| Commitment to achieving excellent standards of customer service | E |
| Good organisational and planning skills, including experience of managing multiple tasks at any given time, and a flexible approach to workload | E |
| Ability to undertake occasional travel (including overnight and internationally) on behalf of the society | E |
| Good report-writing skills and ability to communicate often complex material to a range of different audiences | E |
| The ability to provide information, advice and guidance. | E |
| Excellent written and oral communication skills and IT skills with an understanding of databases, MS Office applications. | E |
| Willingness to work autonomously within what is at times an ambiguous and changing environment, with confidence doing so. | E |
| Ability to work effectively under pressure and to deadlines, prioritising work as needed. | E |
| A commitment to continuous improvement, with an ability to learn from successes, challenges and mistakes. | E |
| A commitment to ensure that everyone in the BPS can count on being treated fairly and with respect. | E |