

# YOUR NEW ROLE AT THE TRUST

<b>JOB TITLE:</b>	<b>Qualifications &amp; Apprenticeship Development Manager</b>	<b>PAY BAND:</b>
<b>FUNCTION:</b>	Programme Development	Support Delivering
<b>THE TEAM:</b>	The Qualifications team is responsible for the design, development and awarding of qualifications and apprenticeships that young people across the UK can access as part of our programmes. The team ensures King's Trust Qualifications fulfils its requirements to operate as a regulated qualification and apprenticeship awarding organisation.	<b>Specialist/Managerial</b> Technical Lead/Function Head Senior Leadership Team

## WHERE YOU WILL FIT

CEO	Chief Technology & Programmes Officer	Senior Head of Qualifications and Assessment	<b>Qualifications &amp; Apprenticeship Development Manager</b>
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## HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

You will join a team that operates across the UK to award qualifications to young people. By working closely with your team to design, develop and implement qualifications and apprenticeships across our programmes and the national space, you will help transform the lives of young people who need us most. This role ensures young people gain access to high-quality, accredited qualifications and apprenticeships that boost their confidence and support progression into work, education, or training. By leading these developments, you will help to maximise young people's success and The Trust's influence in the youth sector.

## WHAT WILL YOU DO?

-  Manage the design, development and review of high quality, complaint, and efficient qualifications and apprenticeship assessments including specifications, assessment strategies and sample assessments.
-  Manage development of projects on time and budget, ensuring that materials are submitted to Regulators for approval and provide responses to any questions raised.
-  Ensure compliance across all UK regulators, plus relevant frameworks and legislation, with a strong multi-framework track record.
-  Review & update qualifications & EPAs to meet rules and law, embedding EDI, accessibility and DDA duties to protect learners and standards.
-  Work with KTQ SEND Panel to ensure accessible, inclusive qualification and EPA design and delivery for all learners.
-  Design, build & evaluate test banks; run practical reviews; analyse item/assessment performance; produce regulator-ready evidence and reports.
-  Implement new quals, assessments & apprenticeship standards (post-QDDG) that are commercially sustainable, digital, values-led and outcome-focused.
-  Complete comparability work as required in Conditions of Recognition and ensure all withdrawal plans are managed without disadvantage to learners.
-  Use comparability to manage withdrawals/teach-out to avoid learner disadvantage; maintain standards and regulatory Conditions of Recognition.
-  Respond to regulator/government/KT and agency data requests accurately, with context on King's Trust quals and assessments.
-  Use performance/MI data to spot issues and drive improvement in qualification/assessment design, systems and processes aligned to strategy.
-  Create, manage & monitor compliant test banks; ensure item quality/security; apply digital fluency and emerging tech where appropriate.
-  Contribute to AO Self-Assessment; gain feedback from stakeholders; use commercial & political awareness; work with providers, funders and Skills England to improve delivery.
-  Be responsible for actively contributing to an equitable, diverse, and inclusive workplace

## THE SKILLS YOU'LL BRING

All of the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

### WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
Confidence in navigating complex regulatory environments and leading transformation programmes that align with strategic priorities.	The qualifications developed need to be compliant with the regulators' conditions and funders' guidelines.
Commercial acumen, political awareness, and digital fluency to embed emerging technologies into products and assessment design to enhance learner outcomes and market relevance.	To support the ongoing development of KTQ within the regulatory and commercial world.
Extensive knowledge and understanding of apprenticeship standards and EPA design and delivery.	To maintain compliance with our regulator's requirements.
Extensive knowledge and understanding of qualifications requirements and assessment design and delivery.	To maintain compliance with our regulator's requirements.
Design, build and evaluate test banks; run practical reviews; analyse item/assessment performance.	To maintain compliance with our regulators requirements and manage and monitor item performance.
Experience	Why do we need this?
A proven track record of ensuring compliance across multiple regulatory frameworks, including Ofqual, Skills England and QAA.	The qualifications developed need to be compliant with the regulators' conditions and funders' guidelines.
Ability to deliver a commercially sustainable, digitally confident, and values-led portfolio.	The qualifications developed need to be compliant with the regulators' conditions and funders' guidelines.
A proven track record and experience of design and development of regulated qualifications to meet regulatory requirements and units that are suitable for The Trust's Young People.	The qualifications developed need to be suitable for assessment commonly used by our centres.
A proven track record and experience of design and development of End Point Assessments to meet regulatory requirements and units that are suitable for The Trust's Young People.	The EPAs developed need to be suitable for assessment commonly used by our centres.
A proven track record of working with apprenticeship training providers, funding agencies and Skills England.	To maintain compliance with our regulator's requirements.

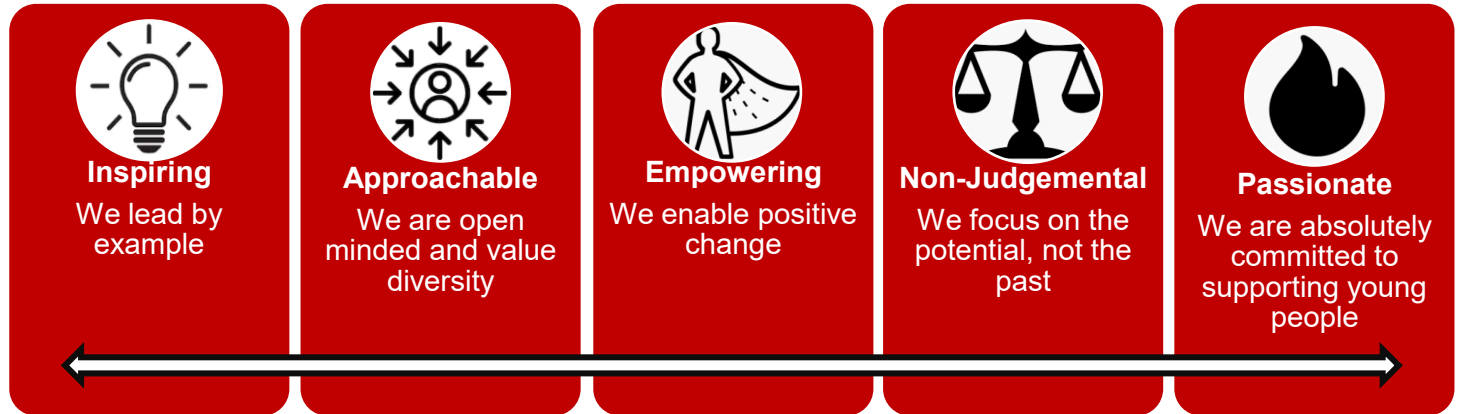
### WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Proven ability to proof-read to a high standard and to consistently apply standards	Ensure that reports and communications are correct and accurate.
Experience in delivering commercially sustainable, digitally confident, and values-led portfolio.	The qualifications developed need to be compliant with the regulators' conditions and funders' guidelines.
Skills & Knowledge	Why do we need this?
The ability to remain calm and positive under pressure.	To support the busy and often diverse landscapes in which we operate.
Have a collaborative mindset and inclusive attitude, to empower team members, advise senior stakeholders, and drive continuous improvement across the Trust.	The King's Trust qualifications support young people to reengage with their education, and professionals who support them.
Confidence in navigating complex regulatory environments and leading transformation programmes that align with strategic priorities.	The qualifications developed need to be compliant with the regulators' conditions and funders' guidelines.
Ambassadorial skills that will be key in building trusted relationships with regulators, industry partners, and education providers.	Our internal colleagues and programmes are our biggest Stakeholders, knowledge of our programmes will support us with qualification products for those programmes.
Sound innovation and problem-solving ability coupled with the ability to communicate confidently and effectively, verbally and in writing to a variety of audiences at varying levels of seniority.	The King's Trust qualifications support young people to reengage with their education, and professionals who support them.
The ability to work autonomously, be a critical thinker and be confident to challenge if necessary.	To support the busy and often diverse landscapes in which we operate.
Be organised, self-motivated, resilient, able to work at a fast pace and an enthusiastic team player who is willing to play their part within a busy team.	To manage the varied and fast pace of the incoming workload and enabling peer collaboration and support in a busy team environment.
The ability to champion innovation into qualification and assessment design, using insight into the changing policy landscape to drive new product developments.	This skill will support the development of new qualification products with new partners.

# WHAT DO WE EXPECT FROM YOU?

## OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.



Here at The King's Trust, we're committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by KT CAN (our Cultural Awareness Network), KT GEN (Gender Equality Network), KT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQIA+ Network). For more information, [click here](#).

## OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works at a specialist/managerial level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
<p>You inspire others through a passion for what we do</p> <p>You keep young people and our end goal in mind</p> <p>You build trust in others through reliability and holding self-accountable for success</p> <p>Resilient in the face of challenges, not taking constructive criticism personally</p> <p>You're authentic and bring unique talents to work, encouraging others to do the same</p> <p>You role model integrity and act according to our Values</p>	<p>You champion change initiatives and help others see the benefits and opportunities</p> <p>You take an entrepreneurial approach to improving how we do things</p> <p>You seek opportunities to enhance your own development and build expertise</p> <p>You role model a positive and constructive approach to giving &amp; receiving feedback</p> <p>You support others in adapting to change</p>	<p>You're approachable, clear and assertive</p> <p>You cascade important and relevant information to others clearly and swiftly</p> <p>You treat people as individuals, tailoring communication and influencing style accordingly</p> <p>You communicate difficult messages and challenge others' thinking effectively</p> <p>You listen to and empathise with others to understand the root of situations before responding</p>	<p>You role model effective and mutually supportive teamwork with colleagues</p> <p>You manage the expectations of others, gaining buy-in where required</p> <p>You share knowledge and information</p> <p>You build and invest in relationships across The Trust</p> <p>You use awareness of how your own team fits within the wider organisation to find solutions</p>	<p>You translate The Trust's long-term vision and strategy into actionable plans &amp; targets</p> <p>You take responsibility for making and implementing logical, data-based decisions</p> <p>You're flexible and responsive as priorities and requirements change</p> <p>You seek solutions and solve problems, empowering others to do the same</p>

## THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment, we undertake basic disclosure checks per the Codes of Practice for all roles within The Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.