

Qualifications Coordinator Job Description

Job Title	Qualifications Coordinator
Department	Training & Qualifications
Responsible to	Head of Training & Qualifications
Responsible for	This role has no direct reports
Location	Remote working with the expectation to attend various sites on occasion).
Salary	TBC
Hours	30hrs per week (0.8 FTE)
Contract	Permanent

Purpose of role:

To work in partnership with the Head of Training and Qualifications and other colleagues to ensure effective delivery, monitoring and Internal Quality Assurance of Bild BTEC qualifications including Certificates and Diplomas.

Role Summary:

The Qualifications Coordinator will be responsible for coordinating the delivery of Qualifications & Diplomas throughout BILD and the RRN and to assist with the vision of becoming the qualification provider of choice for Learning Disability and/ or Autism Professionals and Providers.

The Qualifications Coordinator will lead on Internal Quality Assurance and other processes to ensure that the requirements of awarding bodies/assessment centres are fully met.

Key Responsibilities and Duties:

In partnership with the Head of Training and Qualifications and other colleagues:

- Ensure compliance with, and adherence to, assessment body and awarding body requirements.
- Coordinate the planning, development, delivery and monitoring of qualifications, in partnership with Lead Tutor(s) and The Head of Training and Qualifications, and in line with the requirements of awarding bodies and others.
- In partnership with Lead and course tutors, monitor and identify where students are not on track to complete their award and jointly agree the most effective approach to be taken to remedy this.
- Support and ensure positive relationships with all stakeholders, other teams within the organisation, tutors, learners and external stakeholders including customers and accrediting bodies
- Ensure all Awarding Body Assessment Centre documents are available and completed within correct deadlines and any errors immediately notified to The Head of Training and Qualifications
- As the Examinations Officer, work with the Head of Training and Qualifications to ensure compliance with Assessment Centre requirements
- Ensure that correct documentation is completed to register and submit candidates for awards
- Work with the development and communication team to promote Bild qualifications
- With the Head of Training and Qualifications, co-ordinate External QA-information, preparing for visits, producing R/A/G rating data and prioritising improvement tasks
- Manage the Internal Quality Assurance process: co-ordinate bi-monthly IQA meetings and action planning; allocating work to the IQAs; Prepare for and attend relevant meetings and events, including tutor and learner inductions and meetings.
- Use of relevant electronic systems (LMS, Salesforce) to aid learners, tutors and other stakeholders.
- General administrative support to the qualifications team including responding to enquiries, issuing learner textbooks and certificates as well as facilitation events for learners.

General Responsibilities:

- Access and work within Bild's policies and procedures.
- Attend internal cycle of team meetings relevant to this role.
- Engage with line management, supervision (where appropriate) and appraisal process.
- Comply with data protection regulations, ensuring that information on clients, employees, volunteers and other stakeholders remains confidential.
- Take responsibility for personal learning and development with support from line manager.
- Work in a manner that facilitates equal opportunities and inclusion for all.
- Remain professional and respectful at all times, promoting positive relations with all those we encounter in our work.
- Maintain health and safety and risk awareness for self and others across the organisation.
- Undertake any other duties that Bild may require within the remit of this role.

This job description does not form part of the contract of employment. It is intended as a guide to the general scope of duties and is not definitive or restrictive. It is expected that some duties will change over time and this description will be subject to review with the postholder at their annual appraisal.

Other Requirements:

- Commitment to anti-discriminatory practice and equal opportunities and able to apply awareness of diversity issues to all areas of work.
- Regular travel to attend meetings and events (approx. 1 per quarter).
- Occasional evening meetings.

Legal requirements:

- Enhanced DBS check.

Person Specification

Experience/Skills/Competencies

Essential:

- At least 2 years' experience working in a learning and development team and/or learning provider.
- Excellent interpersonal skills and the ability to work well both alone and with others.
- Good IT knowledge and experience of managing databases and Learning Management Systems – for example, Moodle, Talent, Blackboard etc
- A willingness to fully engage with the supervision and appraisal process.
- Be able to occasionally work outside of office hours and be able to travel if needed

Desirable:

- Experience of customer relationship management systems, such as Salesforce.
- Organising online events.

Job Description Agreement	
Postholder name:	Date:
Postholder Signature:	
Line Manager Name:	Date:
Line Manager Signature:	

