



# RECRUITMENT PACK

**Development Consultant  
(subject matter expert)**



**FutureQuals**



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JoinUs@futurequals.com



futurequals.com

A photograph of three business professionals in a meeting. A man with short dark hair, wearing a brown jacket, is leaning over a laptop on the left, smiling. A woman with curly brown hair and glasses, wearing a light blue jacket, is in the center, smiling with her arms crossed. A man with red hair, wearing a grey jacket, is on the right, looking towards the woman. They are sitting at a wooden desk with laptops, papers, and a coffee cup. In the background, there is a corkboard with several sticky notes and a potted plant.

# Job Description

## Development Consultant (subject matter expert)





# FutureQuals<sup>®</sup>

## About Us

Future (Awards and Qualifications) Ltd T/A FutureQuals<sup>®</sup> is a forward-thinking, Learner-centric and customer-focused awarding and end-point assessment organisation committed to excellence.

As an awarding organisation, we create, quality assure and certificate qualifications. We operate predominantly within the pre-hospital care sector, but also work within aviation, care, and education and training.

Recognised to offer regulated qualifications in England, Wales, Northern Ireland, and accredited qualifications in Scotland, FutureQuals provide approved Centres with specialist, progressive qualifications.

FutureQuals is recognised to deliver high-quality apprenticeship end-point assessment for employers and training providers in England.

## Our Mission

To provide Learners, Centres and Organisations with respected, valued, inclusive and quality assured qualifications and assessments.

## Our Vision

We envisage a place in which every Learner achieves their full potential.

## Our Values

Visionary | Supportive | Innovative | Professional

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## Role Purpose

Development Consultants (subject matter experts) (DCSMEs) play a key role in supporting the development of content for new qualifications and assessments, shaping the experiences of learners in the future. DCSMEs are subject matter experts who come from a range of backgrounds including industry, colleges and training providers.

## Location

Remote

## Salary

Competitive



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# JOB DESCRIPTION

## General Responsibilities

- Submit all work in the necessary format with supporting documentation to timescales and standards set out by FutureQuals.

## Specific Responsibilities

- Submit materials to the Qualification Development Manager.
- Work with a range of staff and associates in developing FutureQuals qualifications and assessments.
- Contribute to focus groups and other consultation events as required.
- Attend appropriate training events as required.

## Communication

- Inform Qualification Development Manager of progress to agreed milestones.

## Production/Creation

- Review component/units and make recommendations as to their fitness for purpose.
- Review assessments/items and related mark schemes in accordance with the qualification specifications and assessment guidance.
- Provide indicative content and suggested resources for component/units.
- Provide guidance to FutureQuals staff as required on any qualification development related issues.

# PERSON SPECIFICATION

## Qualifications, Knowledge and Experience

### Knowledge (Essential)

- up-to-date subject matter knowledge.
- up-to-date industry experience/knowledge.

### Knowledge (Desirable)

Understanding of:

- The main features of the qualifications system.
- Qualification development processes.
- Assessment techniques and their application.

### Experience (Essential)

- Recent, relevant occupational experience within the relevant occupation linked to the standard/qualification they develop (at least two years experience in the last five years)

### Experience (Desirable)

- Previous experience of qualification or curriculum development.

### Qualifications/Training (Essential)

- English GCSE grade C (or equivalent) or above.

### Skills and Abilities (Essential)

- Well-developed written and verbal communication skills, with the ability to explain complex subject material to a variety of audiences.
- Self-driven, with the ability to independently plan, organise and prioritise own workload to meet tight deadlines.
- An excellent eye-for detail and ability to apply this to tasks such as proof-reading.
- Good computer literacy, with confidence using Microsoft Office (particularly: Word, Excel)
- Excellent interpersonal and team-working skills, with the ability to build and foster good working relationships with others.

### Individuals taking this role must:

- Have access to a computer or laptop
- Have a suitable secure internet connection
- Have a personal, private email account
- Have a postal address in the United Kingdom



Values

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**Visionary**

**Supportive**

**Innovative**

**Professional**



# Equality and Diversity



We believe diversity drives innovation and we are striving to build an inclusive culture at all levels of the organisation, where colleagues can learn, develop and thrive. We welcome applications from all sections of the community, regardless of age, race, colour, sex, marital status, religion, ethnic origin, nationality, disability or sexual orientation. Any appointment will be made on merit alone.

