



RECRUITMENT PACK

Coordinator



FutureQuals®



01530 836668



JoinUs@futurequals.com



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FutureQuals®

About Us

Future (Awards and Qualifications) Ltd T/A FutureQuals® 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

This is a key role within the End-Point Assessment Organisation (EPAO) to support the EPA Events Delivery Manager to deliver effective end-point assessments.

Location

EMP House, Telford Way, Coalville, LE67 3HE

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Working Hours

37.5 hours per week
Monday-Friday
0900-1700

Salary

Competitive

JOB DESCRIPTION

Key Responsibilities

- Maintain positive relationships with apprenticeship providers, employers, and apprentices, offering support and guidance throughout the assessment journey.
- Manage the allocation of end-point assessors.
- Ensure that assessments adhere to regulatory standards.
- Plan and organise assessment schedules, venues, and logistics.
- Maintain clear and effective communication, both internally and externally.
- Oversee the accurate documentation of assessment results, providing timely feedback to customers.
- Support data submissions, audits, and inspections.
- Collaborate with the team to enhance EPA processes and ensure a seamless experience for all stakeholders.



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Desired Characteristics

Efficiency

Able to produce significant output with minimal wasted effort

Organisation and planning

Plans, organises, schedules and budgets in an efficient, productive manner. Focuses on key priorities

Enthusiasm

Exhibits passion and excitement over work. Has a can-do attitude.

Communication

Speaks and writes clearly and articulately without being overly verbose or talkative. Maintaining this standard in all forms of written communication.

Teamwork

Reaches out to peers and cooperates with supervisors to establish an overall collaborative working relationship.

Person Specification

Qualifications, Knowledge and Experience

ESSENTIAL

- Highly analytical and process-driven
- Highly IT literate
- Strong verbal and written communication
- Knowledge of professional business environments

DESIRABLE

- Experience of working in a regulated awarding body / organisation
- Knowledge and experience of apprenticeship end-point assessments
- Knowledge and experience of education environment
- Knowledge and experience of assessment methodologies
- Proven ability to operate as an effective tactical, strategic thinker and planner
- Utilising EPA software systems to manage and implement assessments
- Successful project management experience
- Knowledge of quality systems and processes
- Experience of working in a regulated environment





Benefits

Other benefits of working at FutureQuals include:

- Free on-site parking
- 35 days annual leave (including bank holidays) FTE
- Free employee assistance programme
- Free access to exclusive discount portal
- Training and development opportunities
- Modern air-conditioned offices
- Free electric car charging
- Dog-friendly office
- Plus more

FutureQuals is a great place to work.

Here's what some of our brilliant staff had to say in our last Staff Survey:

"Continuously looking for new ways to improve the company and further its growth"

"Engages with employees, listens to their ideas and regularly provide feedback"

"Staff motivated to grow and progress professionally"

"Excellent working environment"

"Great atmosphere in the office"

"Friendly team and understanding management"



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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.



How to Apply



To apply please email your CV and a covering letter to JoinUs@FutureQuals.com

Applications may close before the deadline, so please apply early to avoid disappointment.

Previous applicants need not apply.

Closing date 20/01/2024



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