



RECRUITMENT PACK

EPA Development Manager



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

To manage the development and continuous improvement of FutureQuals end-point assessment materials and resources, whilst meeting the needs of regulatory bodies and the stakeholders in sectors in which FutureQuals operate.

Location

Hybrid with EMP House
Telford Way
Coalville
LE67 3HE

what3words location:
sculpture.sizes.miles

Working Hours

30-37.5 hours per week
Monday-Friday
0900-1700

Salary

Competitive



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JOB DESCRIPTION

Key Responsibilities

- **Lead the Development of EPA and Qualification Materials:** Take the lead in formulating and executing strategies for the design, development, and periodic review of epa content.
- **Supervise and Guide Assessment Development Team:** Oversee and provide guidance to the assessment development associates, ensuring a consistent level of excellence in creating and updating qualifications.
- **Establish and Foster External Networks:** Build and nurture relationships with external subject matter experts, employers, and providers to enhance collaboration and ensure assessments remain relevant and robust.
- **Leverage Technology for Efficiency:** Utilise technology and efficient systems to streamline the development and launch process of new assessments and guidance, enhancing productivity and speed to market.
- **Regulatory Compliance:** Ensure adherence to all regulatory requirements governing the design and maintenance of assessments, ensuring compliance at all times.
- **Cross-Functional Collaboration:** Liaise effectively with other departments, relevant stakeholders, and external associates to ensure a seamless and well-planned transition of products from development to marketing and widespread adoption.
- **Regulatory Portal Management:** Maintain up-to-date records on regulatory portals, promptly updating them whenever regulated products are created, reviewed, or withdrawn.
- **Quality Assurance:** Apply impeccable proof-reading skills to guarantee the release of consistently high-quality products and resources.
- **External Engagement:** Attend regular external meetings, diligently record meeting notes, and manage actionable items to foster strong relationships and keep FutureQuals informed of industry developments.
- **Supervision of Qualification Coordinator:** Oversee the performance and responsibilities of the Qualification Coordinator, ensuring alignment with organisational goals and objectives.

Person Specification

Qualifications, Knowledge and Experience



Values

Visionary

Supportive

Innovative

Professional

ESSENTIAL

- GCSE education in English and Mathematics (at Grade C or above) or equivalent
- Degree, or equivalent experience
- Knowledge of assessment development processes and strategies
- Experience of assessment development and review
- Experience of working with and managing others (not necessarily direct line management)
- Knowledge and experience of the further education sector

DESIRABLE

- Project management qualification
- Assessment qualification
- PGCE or equivalent
- Project management experience
- Experience of working in a regulated awarding body/end-point assessment organisation
- Teaching Experience
- Experience of learning, delivery or assessment of FutureQuals products or sectors

Characteristics

- **Organisation and planning.** Plans, organises, schedules, and budgets in an efficient, productive manner. Focuses on key priorities.
- **Analytical skills.** Able to structure and process qualitative or quantitative data and draw insightful conclusions from it. Exhibits a probing mind and achieves penetrating insights.
- **Attention to detail.** Does not let important details slip through the cracks or derail a project.
- **High standards.** Expects personal performance and team performance to be nothing short of the best.
- **Communication.** Speaks and writes clearly and articulately without being overly verbose or talkative. Maintains this standard in all forms of written communication, including e-mail.





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



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