



RECRUITMENT PACK

Qualifications Manager



FutureQuals



01530 836668



JoinUs@futurequals.com



futurequals.com





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 qualifications, whilst meeting the needs of regulatory bodies and the stakeholders in sectors in which FutureQuals operate.

Location

Hybrid with travel to

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 Regulated Qualifications:** Take the lead in formulating and executing strategies for the design, development, and periodic review of regulated qualifications.
- **Supervise and Guide Qualification Development Team:** Oversee and provide guidance to the qualification and 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 qualifications remain relevant and robust.
- **Leverage Technology for Efficiency:** Utilise technology and efficient systems to streamline the development and launch process of new qualifications, enhancing productivity and speed to market.
- **Regulatory Compliance:** Ensure adherence to all regulatory requirements governing the design and maintenance of qualifications, 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 qualification development processes and strategies
- Experience of qualification development and review
- Experience of working with and managing others
- 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 respective 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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