



# RECRUITMENT PACK

QUALIFICATION AND ASSESSMENT DEVELOPMENT  
MANAGER



FutureQuals®



01530 836662

[info@futurequals.com](mailto:info@futurequals.com)

[FutureQuals.com](http://FutureQuals.com)



One of the UK's **most progressive** awarding and End-Point Assessment Organisations





## Role Purpose

As a Developer Manager you will be responsible for the product lifecycle for a range of regulated qualifications and end-point assessment materials. Utilising your assessment knowledge and working with internal and external stakeholders, you will produce qualifications and assessments that are valid, reliable, innovative and of the highest quality.

## Location

EMP House, Coalville

## Salary

Up to £25,000-£35,000,  
depending on experience

## Hours

37.5 Hours  
Mon-Fri 9:00-17:00



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# JOB DESCRIPTION

## Key Responsibilities

- Planning and executing qualification and assessment development projects.
- Liaising with relevant stakeholders to deliver the product development cycle, ensuring a smooth and planned transition from development through to marketing and take-up.
- Ensuring all regulatory requirements development of qualifications and assessment materials.
- Managing external associates to ensure they deliver goods at the required standard, by the required time.
- Working closely with the Quality Assurance Manager to ensure that any potential concerns regarding regulatory compliance are mitigated at the start of a project and monitored throughout its lifecycle.
- Maintaining and building awareness of developments within the sectors in which FutureQuals operate, identifying potential opportunities and risks.
- Understanding the funding landscape to ensure that all qualifications maximise government funding opportunities.
- Initiating and responding to opportunities for qualification development, either standalone qualifications or in partnership with other organisations.
- Identifying potential organisations to work with and seek endorsement
- Project-managing multiple development activities to successfully develop and introduce new qualifications and resources
- Identifying opportunities to update existing resources by evaluating current products, services and customer needs.
- Reviewing and giving feedback centre-devised assessment tasks submitted for approval.
- Ensuring technical content is correct and consistent across all products and platforms.
- Briefing and training internal and external customer-facing teams, ensuring their full understanding of all relevant qualifications and systems.
- Proposing, monitoring, and adhering to approved project budgets.
- Using excellent proof-reading skills to ensure the release of high-quality, consistent products, resources, and assessment materials.
- Attending regular internal/external meetings, taking meeting notes and managing actions.
- Developing and maintaining online assessments.
- Completing assessment paper evaluations.

# PERSON SPECIFICATION



## Values

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Visionary

Supportive

Innovative

Professional

### Essential Qualifications, Knowledge and Experience

- Excellent communication and interpersonal skills, both oral and written, with a commitment to managing expectations
- Strong ability to prioritise in a varied work programme
- Experience of consistently completing tasks within a set timeframe
- Project management experience
- Knowledge of assessment processes and strategies
- Experience of qualification development
- Experience of maintaining and developing customer relationships
- Knowledge and experience of the further education sector

### Desirable Skills and Abilities

- Experience of understanding differences in opinions, anticipating potential areas of conflict and proactively managing discussions
- Experience of working in a regulated awarding body/organisation
- An understanding of FutureQuals' products and services
- An understanding of funding opportunities and requirements

### ICT Competency Profile - Essential

- MS Office Word - Intermediate
- MS Office Excel - Intermediate
- Powerpoint - Intermediate
- Survey Software - Basic
- Online Meeting Software (e.g. Zoom) - Basic

### ICT Competency Profile - Desirable

- SharePoint - Basic
- Digital Forms - Basic



# 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, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. Any appointment will be made on merit alone.



# How to Apply



In the first instance should you wish to discuss the role further please email [HR@FutureQuals.com](mailto:HR@FutureQuals.com).

Applications should be emailed to [HR@FutureQuals.com](mailto:HR@FutureQuals.com) by sending in a CV and covering letter.

Closing date: 31<sup>st</sup> March



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