



# RECRUITMENT PACK

## Qualifications Portfolio Manager (First Aid)



**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 elevate FutureQuals to the position of undisputed leader in providing first aid qualifications in the UK. Through strategic engagement with stakeholders, continuous product enhancement, and effective market positioning, you will play a pivotal role in driving the growth and prominence of FutureQuals in the first aid education landscape.

## Location

EMP House  
Telford Way  
Coalville , LE67 3HE

what3words location:  
sculpture.sizes.miles

## Working Hours

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
- Build and nurture relationships with FutureQuals Approved Centres, prospective Approved Centres, and Employers
- Provide training and support to stakeholders on new qualifications, updates, and enhancements
- Ensure adherence to regulatory requirements around the design and maintenance of qualifications.
- Enhance brand visibility and promote the FutureQuals First Aid portfolio
- Manage the release of consistently high-quality products and resources.
- Attend regular external meetings, and manage actionable items to foster strong relationships and keep FutureQuals informed of industry developments.



# Person Specification

Qualifications, Knowledge and Experience

## ESSENTIAL

- GCSEs in English and Maths at Grade C or above.
- Hold a First Aid qualification.
- Experience of delivering First Aid qualifications.
- Experience of qualification development and review.
- Knowledge and experience of the further education sector.
- Hold a recognised assessment qualification.
- Have a proven track record in business development roles.
- Have experience of conducting market analysis, identifying trends, and researching competitor activities to inform strategic business development decisions.

## DESIRABLE

- Hold a project management qualification.
- Hold PGCE or equivalent.
- Have experience of working in a regulated awarding body/end-point assessment organisation.
- Have experience of learning, delivery or assessment of FutureQuals products or respective sectors.

## Desired Characteristics

### Organisation & 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.

### Proactivity

Acts without being told what to do. Brings new ideas to the company.

### Listening Skills

Let's others speak and seeks to understand their viewpoints.

### Persuasion

Able to convince others to pursue a course of action.





## 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](mailto:JoinUs@FutureQuals.com)



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