



# RECRUITMENT PACK

## Qualifications Coordinator



**FutureQuals**



01530 836668



JoinUs@futurequals.com



futurequals.com



## Role Purpose

To support the development and review of qualifications, assessment and learning resources through the end-to-end coordination of key activities, from conducting initial research to supporting development events. The Development Coordinator ensures that projects progress efficiently and meet the organisation's high standards.

## 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

£23,000-30,000



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# JOB DESCRIPTION

## Key Responsibilities

- **Conducting Initial Research:** Facilitate and coordinate research activities to inform the development of new qualifications and assessments, ensuring alignment with industry standards and best practices.
- **Maintaining Accurate Records:** Ensure meticulous updating and management of records and systems to support efficient project tracking and reporting.
- **Supporting Development Events:** Assist in the planning and execution of development events, contributing to a collaborative and productive environment for stakeholders.
- **Secretariat Duties:** Provide comprehensive administrative support by taking accurate meeting minutes, distributing agendas, and managing follow-up actions to ensure effective communication.
- **Managing Correspondence:** Oversee mailbox management, responding to queries and facilitating timely communication between internal teams and external stakeholders.
- **Document Quality Control:** Proofread and format documents to ensure professionalism and clarity, enhancing the quality of materials produced.
- **Building Assessment Questions:** Collaborate in the construction of XAMS questions, ensuring they meet the required standards and specifications.
- **Participating in Forums:** Attend and represent the organisation in selected forums, contributing insights and facilitating discussions on relevant topics.
- **Responding to Inquiries:** Address internal and external queries with promptness and accuracy, providing support and information as needed.
- **Communications:** Create external communications regarding qualifications and assessments and support materials.

# Person Specification

## Qualifications, Knowledge and Experience

### ESSENTIAL

- GCSE education in English and Mathematics (at Grade C or above) or equivalent
- Experience of organising, prioritising, and working to deadlines
- Experience of collecting, collating and summarising feedback

### DESIRABLE

- Business administration qualification
- Knowledge and experience in an education environment
- Experience of working in a regulated awarding organisation
- Experience of learning, delivery or assessment of FutureQuals products
- Experience of diary management

## Characteristics

- **Honesty/ integrity.** Does not cut corners ethically. Earns trust and maintains confidences. Does what is right, not just what is politically expedient. Speaks plainly and truthfully.
- **Attention to detail.** Does not let important details slip through the cracks or derail a project.
- **Proactivity.** Acts without being told what to do. Brings new ideas to the company.
- **Intelligence.** Learns quickly. Demonstrates ability to quickly and proficiently understand and absorb new information.
- **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.



## Values

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**Visionary**

**Supportive**

**Innovative**

**Professional**



# 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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