



Job Title:	Qualification (& Diploma) Coordinator (BILD)
Job Grade:	£25,000 TO £35,000 (Pro rata)
Responsible to:	Operational Delivery Manager
Location:	Remote / flexible with one day per week at Bild offices in Birmingham
Hours:	3 to 4 days per week
Contract:	Permanent
Role Summary:	Responsible for the delivery of Bild qualifications including diplomas & BTECs.

Key Responsibilities and Duties

The Qualifications (& Diploma) Coordinator will be responsible for supporting the development and coordinating the delivery of our Qualifications & Diplomas throughout BILD and assist with the vision of becoming the qualification provider of choice for Learning Disability and/ or Autism Professionals and Providers.

Responsibilities include:

- To ensure that the relevant policies and procedures are in place, followed correctly and continually developed as required.
- To support the research and development of new qualifications and workforce development packages ranging from 3 to level 5
- Ensure compliance with and adherence to assessment body and awarding organization requirements.

- Coordinate the planning, development, delivery and monitoring of qualifications including diplomas and where applicable, ensure that the curriculum is delivered efficiently and effectively.
- Provide administrative support to the delivery of a range of qualifications (including diplomas) delivered by Bild.
- Ensure students achieve learning outcomes and identify areas for continuous improvement.
- To provide appropriate management information ensuring all data requirements and record keeping complies with relevant required documentation and timescale.
- To support the development of e-learning
- Support and ensure positive relationship with stakeholders including students and associate consultants delivering programmes
- Ensure all Awarding Body Assessment Centre documents are available and completed within correct deadlines and any errors immediately notified to Occupational Standards Manager/ Senior Internal Verifiers.
- Undertake audits to ensure compliance with Assessment Centre requirements
- Ensure that correct documentation is completed to register and submit candidates for awards
- Keep up-to-date and work within legislation and Awarding Body requirements.
- Ensure that associate consultants and internal staff are kept up to date with Awarding Body requirements
- Monitor Training Programmes to ensure they meet learning outcomes
- Work with the development and communication team to promote Bild qualifications
- Ensure we maintain approved center status for awarding bodies such as City & Guilds and Pearson

Experience

The Qualifications & Diploma Coordinator will require at least 3 years' experience of delivering qualifications including diplomas. The ideal candidate will be dedicated, highly motivated and professional and have knowledge and experience of working with assessment bodies such as Pearsons or City & Guilds. Experience in education, health and social care is high desirable.

- Experience of delivering qualifications including diplomas.
- Experience of developing qualifications such as diplomas
- Experience of working for a training/ learning & development provider
- Ability to monitor and deliver performance outcomes
- Teaching qualification (desirable)
- Experience of e-learning platforms such as Talent LMS
- Experience in health & social care
- Experience of working with assessment bodies such as Pearson or City & Guilds

Knowledge

Good understanding of disability or health and social care

Good understanding of qualifications including diplomas

Competencies

Dedicated, highly motivated and professional

Excellent IT skills and competent at e-learning packages

Excellent organisational and interpersonal skills

Excellent stakeholder management and customer relations skills including ability to be responsive to the diversity of learners needs (for example family carers, those who are returning to education and people that are neurodivergent)

Ability to monitor and deliver performance outcomes

Equal Opportunities

BILD is striving towards being an equal opportunities employer. In working towards this aim no employee, or job applicant will receive less favourable treatment on the grounds of their role, gender, age, disability, race, nationality, ethnic or national origin, colour, sexual orientation, domestic circumstances, social and employment status, gender reassignment, privately held political opinion, trade union membership, religious or similar philosophical belief, or disadvantaged by conditions or requirements which cannot be shown to be justifiable.

BILD is committed to ensure all employees have fair and non-discriminatory systems for recruiting or accessing training to enhance the development or promotion of staff.

BILD has been awarded Investors in People.

Confidentiality

The confidential nature of the work means that employees working within BILD must maintain the strictest security in relation to documentation and ensure that confidentiality is maintained at all times in accordance with relevant Data Protection and associated legislation.

Health & Safety

The postholder is expected to make him/herself aware of and comply with BILD's Health & Safety Policy.

This role profile is designed to identify principal responsibilities. The post holder is required to be flexible in developing the role in accordance with changes within BILD's management agenda and priorities.

The Job Description has been agreed by:-	
Job Holder:	Date:
Manager:	Date: