

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Qualifications Executive	PAY BAND:
FUNCTION:	Programme Development – Qualifications	Support Delivering
THE TEAM:	King's Trust Qualifications is a growing and successful Awarding organisation run by the Qualifications team, designing and awarding qualifications for young people.	Specialist/Managerial Technical Lead/Function Head Senior Leadership Team



















WHERE YOU WILL FIT

Director of Programme Development	Senior Head of Qualifications	Head of Qualifications – Awarding	Qualifications Manager	Qualifications Executive
-----------------------------------	-------------------------------	-----------------------------------	------------------------	---------------------------------

HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

You will join a team that operates across the UK to award Qualifications to young people, to enable them to gain a regulated qualification. You will support internal and external partners with the delivery of our qualifications by providing advice on assessment and ensuring that results are issued accurately and on time, enabling young people to progress to the next stage of their lives.

WHAT WILL YOU DO?

-  Deal appropriately and professionally with incoming telephone calls, emails, and postal queries, ensuring they are answered promptly and courteously.
-  Respond to data requests from Regulators, Government departments, King's Trust staff and other agencies giving appropriate information about King's Trust Qualifications.
-  Analyse and interpret data from reports to identify data issues and help inform ongoing improvements to qualifications systems and processes.
-  Implement KT Qualifications Centre Recognition policy and procedures by reviewing new centre applications and undertaking centre engagements, ensuring Regulatory Criteria are met.
-  Undertaking Quality Assurance Reviews and engagements to support ongoing quality management and Regulatory compliance for centres.
-  Assist the Head of Qualifications Assessment and Qualification Managers by coordinating verification processes and ensuring Regulatory Criteria are met.
-  Providing support with delivery of training for qualifications centres, internal staff, and others.
-  Ensure the entries made for qualifications and the issuing of results and certificates are timely and accurate.
-  Ensure accurate monitoring and collection of data for centre and learner achievement.
-  Coordinate the production of invoicing for qualifications services provided, raise PO numbers for services procured, and liaise with the finance team to chase outstanding debtors.
-  Contribute to the Awarding Organisation's Self-Assessment in line with stated policy and procedure, incorporating feedback from stakeholders.
-  Coordinate customer feedback, update qualifications policies and materials regularly and ensure changes in the education and policy environment are accurately reflected.
-  Contribute to the development of The King's Trust as an Awarding Organisation.
-  Promote KT qualifications internally and externally through newsletters, up-to-date website and intranet content and coordinating social media/marketing/communication campaigns.
-  Ensure the quality of assessment by facilitating the sharing of best practices and peer support of our operations teams across the UK.
-  Develop, support, and monitor the quality of assessment of our programmes and qualifications to young people.
-  Support ongoing improvements to the quality of delivery and assessment by facilitating the sharing of best practices and support for our Service Delivery teams across the UK.
-  Responsible for actively contributing to an equitable, diverse, and inclusive workplace.

THE SKILLS YOU'LL BRING

All of the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
Awareness of education policy, assessment, and qualifications.	We need to provide excellent advice and service to our partners.
Attention to detail and methodical approach to tasks.	So that we meet our regulatory commitments
Ability to identify problems and suggest viable solutions.	Ensuring that young people get every opportunity to complete a qualification.
Awareness of qualification, assessment processes and procedures.	support your understanding of how qualifications work and how we manage them.
Strong organisational skills and an ability to prioritise own workload in order to meet deadlines.	So that you can meet our regulatory deadlines and provide timely support to our partners.
Experience	Why do we need this?
Delivering and assessing qualifications.	With this experience, you'll be able to quickly provide advice to our partners.
Working in an educational environment.	This will enable an understanding of how qualifications work and how we manage them.
Excellent communication and interpersonal skills including the ability to explain subject material to a variety of audiences	This will support the relationships that you will build with internal and external customers and stakeholders.
Experience in coordinating multiple processes or projects, deadlines, and timescales.	Enabling you to manage the fast-paced and diverse workload.
Proven ability to form and manage effective relationships with a variety of internal and external stakeholders.	Supporting you to build and manage relationships with large numbers of diverse customers and stakeholders.

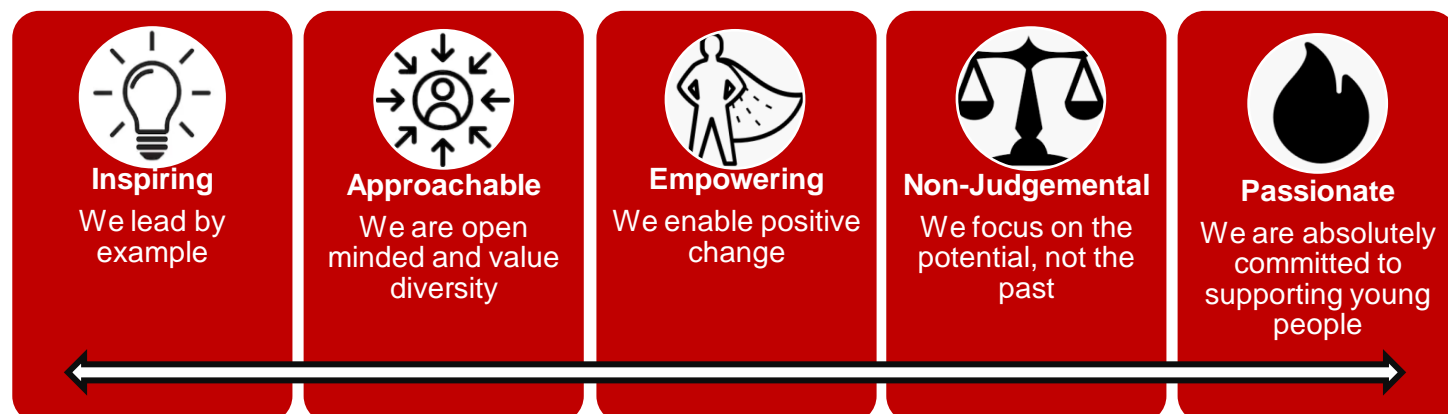
WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience working in a regulated environment	So that you can quickly provide support to our operation.
Proven ability to proof-read to a high standard and to consistently apply standards.	Ensure that reports and communications are correct and accurate.
Computer literate with an excellent standard using Microsoft Office tools.	To manage the different programmes and tools that are used within the team.
The ability to remain calm and positive under pressure.	To support the busy and often diverse landscapes in which we operate.
Understanding of and experience in working with education regulators.	To enable a better understanding of how we operate as an Awarding Organisation.
Skills & Knowledge	Why do we need this?
Designing and delivering training.	So that we can communicate changes and support to our centres.
A working knowledge of the qualification requirements of regulatory bodies, i.e. Ofqual and Qualification Wales.	To enable a better understanding of how we operate as an Awarding Organisation.
The ability to work autonomously, be a critical thinker and be confident to challenge if necessary	To support the busy and often diverse landscapes in which we operate.
Be organised, self-motivated, resilient, and able to work at a fast pace	To manage the varied and fast pace of the incoming workload.
Be an enthusiastic team player who is willing to play their part within a busy team	Enabling peer collaboration and support in a busy team environment.

WHAT DO WE EXPECT FROM YOU?

OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.



Here at The King's Trust, we're committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by KT CAN (our Cultural Awareness Network), KT GEN (Gender Equality Network), KT DAWN (Disability & Wellbeing Network) and PULSE (LGBTQIA+ Network). For more information, [click here](#).

OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works in the delivery level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
<p>You inspire others through passion for what we do</p> <p>You keep young people and our end goal in mind</p> <p>You build trust in others by demonstrating reliability</p> <p>You engage in challenges with optimism and resilience</p> <p>You're authentic and bring your unique talents to work, encouraging others to do the same</p>	<p>You seek out opportunities afford by change, adapting accordingly and to enhance own development and build expertise.</p> <p>You suggest improvements and alternative approaches wherever appropriate</p> <p>You give and receive feedback, harnessing new information to improve your own performance</p>	<p>You're approachable, clear and professional</p> <p>You treat people as individuals, tailoring communication and influencing style accordingly.</p> <p>You communicate difficult messages and challenge others' thinking effectively</p> <p>You listen to others with empathy and sensitivity</p> <p>You act as an ambassador for The Trust whenever communicating externally</p>	<p>You offer support to colleagues and ask for help when needed</p> <p>You manage the expectations of others, gaining buy-in where required</p> <p>You share knowledge and information</p> <p>You build relationships with others across The Trust and externally, where appropriate</p> <p>You act as an ambassador for your own team across The Trust</p>	<p>You manage projects effectively; planning, organising resources and reprioritising as required</p> <p>You monitor progress towards milestones, taking actions to ensure deadlines are met</p> <p>You make effective, data-driven decisions, considering consequences and consulting with others where appropriate</p> <p>You take the initiative to solve problems and develop several potential solutions</p>

THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment, we undertake basic disclosure checks per the Codes of Practice for all roles within The Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.