

SIGNATURE JOB DESCRIPTION

JOB TITLE	Strategic Qualification Manager		
JOB NO. / ID	QUA01	DATE LISTED	06/26
GRADE	3	SALARY	£28,000 - £30,000
JOB LOCATION	Durham office - Hybrid		
WHO WE ARE	<p>At Signature, we are proud to be recognised as the leading awarding body for deaf communication and language qualifications in the UK. Signature became an independent organisation in 1982 to promote and teach British Sign Language (BSL), since then we have supported more than 500,000 people to learn British Sign Language. We have also had thousands of other learners who have completed other deaf communication and language qualifications with us.</p> <p>We are passionate about creating qualifications that provide our learners with the skills they need to build successful careers. As a charitable organisation, we work tirelessly to improve communication, by creating learning opportunities for every stage of life.</p> <p>Joining Signature means being part of a supportive team that works tirelessly to ensure no one is left behind. We invest in our employees growth and development, providing opportunities to learn, improve, and ascend in their careers.</p> <p>This role will be located in our Durham office, with the option of hybrid working in line with our hybrid working policy.</p> <p>Our Vision: At Signature, we aspire to create an environment where every team member feels proud, valued, and respected. Our people are empowered to use their unique skillsets, supported to achieve their best, and motivated to contribute meaningfully to our mission of promoting British Sign Language (BSL) and other deaf communication, making a difference in society. We believe that by fostering a culture of continuous improvement, trust, and collaboration, we can achieve excellence and ensure no one is left behind.</p>		

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ABOUT THE ROLE			
SERVICE LINE / DEPARTMENT	Qualifications	REPORTS TO TITLE	Chief Strategy Officer
FULL OR PART TIME ROLE	Full time	HOURS PER WEEK	37
PURPOSE OF THE ROLE	<p>The purpose of the role is to support Signature to enable a world where everyone communicates seamlessly, and inclusivity is the norm through our suite of qualifications.</p> <p>The Strategic Qualification Manager drives Signature to achieve its mission by evaluating, developing and facilitating the delivery of our qualifications to candidates through our centres.</p> <p>This is a strategic role where you will develop and ensure Signature offering continues to maintain Ofqual requirements, ensuring the highest level of standards are adhered to across the entire qualification range and therefore enabling our centres to excel in their mission to make BSL and other deaf communication qualifications accessible for everyone, and provide the best learning experience for those that have made the commitment to learn.</p>		
KEY RESPONSIBILITIES	<p>As the Strategic Qualifications Manager you will be:</p> <ul style="list-style-type: none"> > Responsible for the Annual, 3-year and 5-year plan for Qualification and Assessment review and development incorporating all aspect of the development work cycle, budgets, implementation, evaluation and reporting. > Responsible for the creation and maintenance of external resources (support materials and products inc BSL Homework). Overseeing the project planning to deliver on agreed timescales and working with other teams as appropriate. > Work with the SLT on the development and implementation of new qualifications, including management of research, external consultants, and appropriate feedback mechanisms. <ul style="list-style-type: none"> > Responsibility for ensuring all qualifications and materials comply with agreed internal and regulatory requirements. > Using appropriate external resources, ensure the educational knowledge we require for innovative and compliant assessments. > Work with the SLT to ensure the organisation is using the most up to date knowledge of general language development, the language (BSL), qualifications, learning and technology using external resources where required. > Work with the wider management team to ensure all qualifications and supporting materials and products 		

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	<p>contribute to achieving the strategic objectives including meeting volume and financial levels agreed.</p> <ul style="list-style-type: none"> > Responsible for ensuring all qualifications and assessment models are built into IRIS to allow centres to book assessments in a timely manner. > Responsible for ensuring all qualification regulations are reviewed annually, including consideration of any compliance findings and reporting on outcomes of recommendations to SLT and the Board of Trustees. Work with the wider management team to ensure all changes to regulations are appropriately communicated to assessors and centres within agreed timescales > Responsible for the annual plan of assessment and mock assessment materials development including content, arrangements and budget. > Working with the Regulatory Compliance Manager, responsible for ensuring the annual plan for assessor, centre and qualification update and training events includes appropriate content and arrangements. > Support the Executive Director in matters relating to Strategic Qualification Development. > Carry out any other duties which may reasonably be expected of the post holder
<p>EXPECTED SKILLS, APPROACH AND EXPERIENCE</p>	<p>An ideal candidate possesses a strategic vision to identify growth opportunities in both current and new business areas. They are passionate about developing and mentoring the team and have a solid understanding of the political landscape, particularly within the charity sector.</p> <p>With strong communication skills and the gravitas to represent the organisation both internally and externally, they confidently and constructively challenge the status quo and where necessary the SLT using appropriate evidence.</p> <p>Additionally, they have the discernment to know when to involve the Executive Director and when to take ownership of tasks to drive them to completion.</p> <ul style="list-style-type: none"> > Proven experience designing, developing, and reviewing qualifications, assessments, and associated documentation (specifications, SAMs, mark schemes, grading criteria). > Strong grasp of assessment principles: validity, reliability, fairness, standard setting, comparability, item banking, and blueprinting. > Strong initiative > Excellent communication skills > Creative, innovative approach to problem solving and product development

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	<ul style="list-style-type: none"> > Excellent self-awareness in working with a wide range of people both internally and externally > Attention to detail > Ability to research, condense and apply acquired knowledge > Ability to work under pressure and meet deadlines > Understanding of Ofqual/Regulated Qualification <p>Frameworks (RQF/SQA/CQFW/QQI or relevant national frameworks)</p> <ul style="list-style-type: none"> > Negotiation skills > Experience of people management
<p>EXPECTED QUALIFICATIONS</p>	<p>Expected</p> <ul style="list-style-type: none"> > Degree level or equivalent. <p>Desirable</p> <ul style="list-style-type: none"> > BSL qualifications at Level 3 or higher > Project management qualification
<p>WHY US?</p>	<p>Joining our team means becoming part of a vibrant community dedicated to promoting accessibility and inclusivity. You'll engage in meaningful projects that raise awareness and advocate for Deaf culture, while also enhancing your understanding of diverse communication methods.</p> <p>We are passionate about promoting British Sign Language (BSL), and we start with our team by offering all staff the chance to gain Deaf Awareness and BSL Level 1 qualifications.</p> <p>Work-life balance is important to us, that is why at Signature you can enjoy the benefits of hybrid and flexible working, along with generous annual leave allowance. We prioritise the wellbeing of our team with regular company development and team-building days, as well as dedicated wellbeing days throughout the year.</p> <p>Together, we can make a significant impact, breaking down barriers and enriching lives through education and support.</p>
<p>CAREER DEVELOPMENT</p>	<p>Signature nurture talent by providing opportunities for personal development and upskilling, allowing you to grow and develop as an individual. We offer a support environment where you will be given every opportunity to utilise your skills and maximise your potential.</p>
<p>SIGNATURE EQUAL OPPORTUNITY EMPLOYER</p>	<p>Signature is committed to creating a diverse environment and is proud to be an equal opportunity employer. We encourage applications from all suitable candidates regardless of age, disability, gender identity, marital status, race, faith or belief, or sexual orientation.</p>

INTERNAL ONLY

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