Subject Specialist Writer & Reviewer (Mentoring)

**RESPONSIBLE TO:** Product Development Manager

**STATUS:** Contractor

**SALARY:** £150 per day

Open Awards offers a range of subject specialist qualifications to help meet our company ethos to Change Lives Through Learning. We are currently looking for subject specialist writers and reviewers who can support revalidation activities for the academic year.

For the contracted period you will be required to review and provide feedback on the following qualifications:

* Open Awards Level 1 Award in Introduction to Mentoring (RQF)
* Open Awards Level 2 Award in Peer Mentoring (RQF)
* Open Awards Level 3 Certificate in Mentoring (RQF)
* Open Awards Level 3 Certificate in Mentoring Children and Young People (RQF)
* Open Awards Level 4 Certificate in Advanced Mentoring (RQF)

Depending on the outcome of the review you may be required to write new content to ensure our qualifications remain up to date. This will be discussed with you at interview.

**Skills and Experience Required**

* Relevant mentoring qualification and/or experience
* Relevant and current sector specialist knowledge
* Recent experience of working in a mentoring role
* Recent experience of teaching mentoring qualifications (desirable)
* The ability to produce excellent reports to agreed deadlines
* Able to work unsupervised in a timely manner
* Excellent interpersonal skills and proven organisational ability
* Excellent attention to detail

This position is on a self-employed basis, and we consider our payment structure to be in line with industry standards.

Please note that appointment to the bank of writer & reviewers does not necessarily guarantee that work will be available in any particular year.

Please send your CV and a covering letter outlining how you meet the requirements of this role to enquiries@openawards.org.uk