open awards

Changing lives through learning

Qualification Development Project Lead

Essential Skills Wales

Job Vacancy Information Pack

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Introduction

Thank you for your interest in working at Open Awards.

This pack should give you everything you need to know to apply for this role and what it means to work at Open Awards.

In this pack, you will find:

- Our Values
- How to Apply
- Information about Open Awards
- Job Description
- Person Specification

If you would like an informal conversation about this vacancy, you can contact Nina Hinton on nina.hinton@openawards.org.uk

How to Apply

To apply for this role, please complete the application form together with a supporting statement outlining how you meet the criteria for the post (max two sides A4).

Completed forms should be returned to:

Nina Hinton
Open Awards
Estuary Commerce Park,
17 De Havilland Drive
Speke
Liverpool

Email application to:-
nina.hinton@openawards.org.uk

The **closing date** for applications for the post is 17:00 on Monday 3rd August

Mission, Vision and Values



At Open Awards, our **learners' aspirations** are at the heart of what we do.

As a not-for-profit organisation and a registered charity, we are passionate about our mission to **change lives through learning**.

This manifests in our flexibility and creativity when it comes to working with our providers and learners. We know our providers want to support their learners to **achieve the very best outcomes** and, as a small team, we pride ourselves on having the **flexibility, knowledg**e and **passion** to react quickly and intelligently to individual **learners'** and **employers' needs.**

Open Awards seeks to:

- improve education and training opportunities for learners;
- ensure flexibility of learning opportunities;
- provide progression opportunities; and
- provide and enhance equality of opportunity in all aspects of the learning environment.

Who are Open Awards?

We are an Awarding Organisation approved by Ofqual and an Access Validating Agency approved by the Quality Assurance Agency for Higher Education (QAA). We provide Ofqual regulated qualifications and units across a range of sectors, QAA Access to Higher Education Diplomas and also offer bespoke quality endorsed units and flexible learning solutions. Open Awards is also a regulated End-point Assessment Organisation for a wide range of apprenticeship Standards.

Our qualifications, units, and online courses are used across a range of education settings including Further Education Colleges, schools, sixth-form colleges, prisons, private training providers and third sector organisations.

Open Awards Services

Open Awards offers a high-quality accreditation and certification service for education and training. We are committed to offering:

- Value for money, including reasonable recognition and certification charges and a not-for-profit ethos.
- Contact with knowledgeable and responsive staff, who have curriculum expertise and offer detailed professional support.
- Access to a network of education and training organisations.
- An efficient administrative and certification service, with clear service standards.
- A commitment to promoting wider access to learning, equality of opportunity and recognition of achievement.
- Access to a comprehensive range of services, support workshops and training.

In particular Open Awards offers access to:

- Full advice and support for Open Awards accreditation, units and qualifications.
- A bank of approved units of achievement and qualifications.
- Staff development activities and curriculum forums to support networking, good practice and collaboration, and a range of specific training activities.

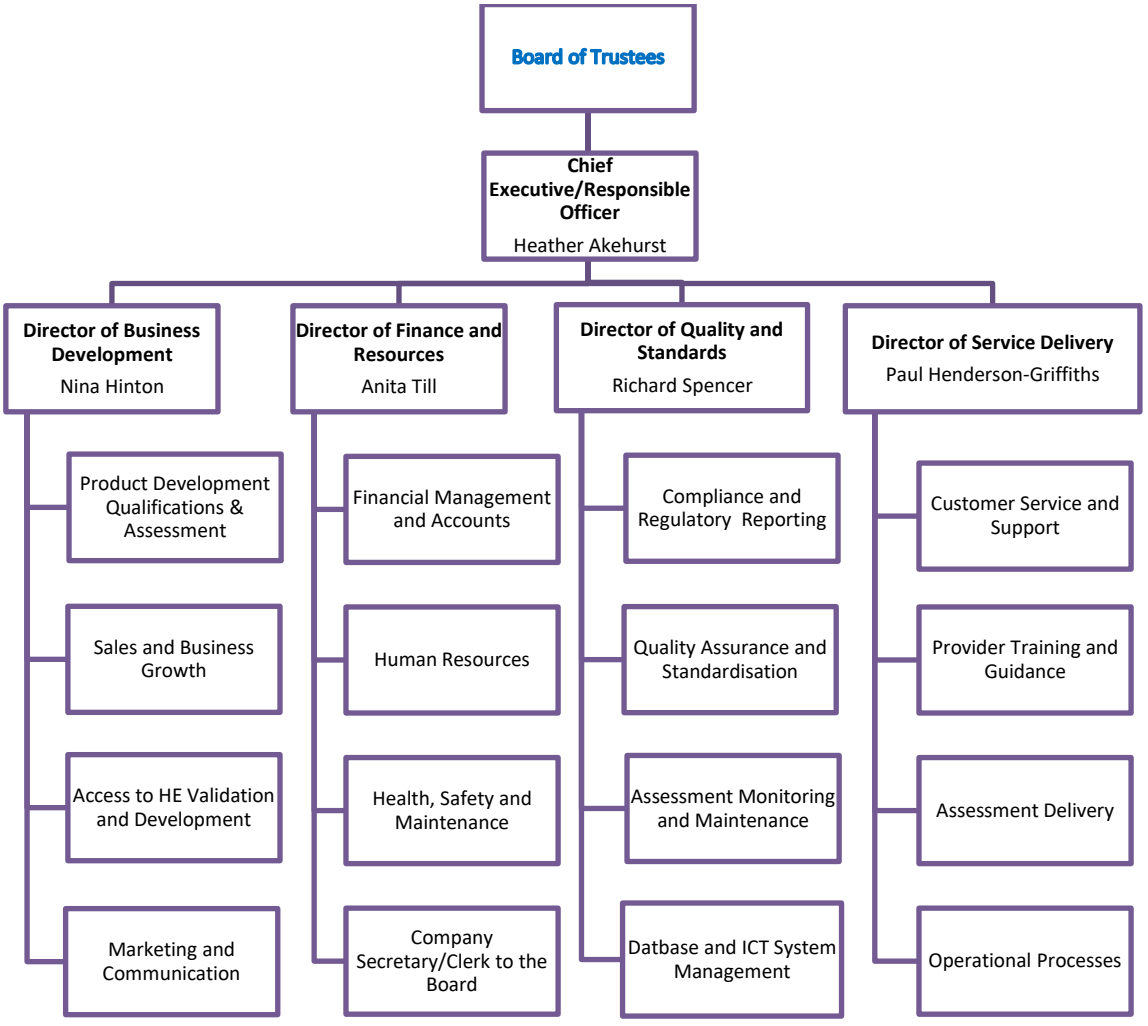
What We Offer You

- Flexible working
- Contributory Pension Scheme
- Hybrid working for office based posts
- Counselling Helpline
- Commitment to Disability Confident
- Health and Wellbeing groups
- Generous holiday and sick leave provisions
- A great team of people to work with

Meeting the Team

The role you are applying for is based within the Business Development team.

We are a small organisation and encourage all teams to work together across the wider structure. As such you will be working, on a daily basis, with a wide range of colleagues across the team structure.



Equality and Diversity

Open Awards is committed to making the recruitment process as fair as it can be. We want our workforce to reflect the diverse customer and learner base we support and we continue to work to create an inclusive culture where everyone is valued for who they are and the contribution they make to our mission and vision.

Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and redeployment are based solely on objective, non-discriminatory criteria. In accordance with current legislation and codes of practice we aim to ensure that no employee or prospective employee will be treated unfavourably on the grounds of marital status, gender, age, disability, sexual orientation, race, nationality, ethnic or national origins, trade union membership or activity, political or religious belief and unrelated criminal conviction.

We are a disability confident employer; if you have a disability and your application meets the minimum criteria for the post, we guarantee you will be interviewed.



Safeguarding Statement

Open Awards is committed to our responsibilities for safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, independent workers, and volunteers to share this commitment.

We are committed to recruiting candidates who share this commitment to safeguarding, and therefore we apply robust recruitment and selection procedures to ensure that the people selected are right for the job, and that all candidates are appropriately screened prior to appointment.

The following pre-employment checks will be undertaken as applicable to the role:

- References
- DBS check
- Overseas criminal records check
- Identity check
- Right to work in the UK
- Evidence of qualifications applicable to the role

You will need to provide details of referees including your current and previous employers, covering the last 5 years. These will not be contacted prior to interview.

All job offers will be subject to the satisfactory completion of pre-employment checks.

Please note that providing false information is an offence and could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police.

Job Description

TITLE OF POST: Project Development Lead – Essential Skills Wales

RESPONSIBLE TO: Product Development Manager

STATUS: Fixed-term, 12 months with potential for extension
28 hours per week, over 4 days
Hybrid or remote working considered

SALARY: £27,342 (£34,178 FTE)
Please note, this salary includes a Cost of Living increase from 1/8/26

FUNCTIONS OF POST:

We are recruiting for a motivated and organised individual to lead the development and implementation of Open Awards' new suite of Essential Skills Wales qualifications and associated assessments.

The postholder will be responsible for leading the programme from qualification design through to regulatory submission, implementation and launch, ensuring the successful delivery of high-quality qualifications and assessments that meet Qualifications Wales requirements, stakeholder expectations and agreed project milestones.

Working with curriculum specialists, assessment experts, Qualifications Wales, providers and colleagues across Open Awards, the role will coordinate the development programme, ensuring that qualification content, assessment materials, support resources and implementation activities are delivered to the highest quality and within agreed timescales.

The role will:

- Lead the development and delivery of the Essential Skills Wales qualification redevelopment programme at Open Awards
- Lead the design and development of new Essential Skills Wales qualifications, assessment strategies and associated assessment materials
- Coordinate subject specialists, external consultants and internal stakeholders throughout the development lifecycle
- Ensure all qualifications and assessments meet regulatory requirements and Open Awards quality standards
- Lead validation, consultation and stakeholder engagement activities
- Oversee successful implementation, including provider support materials, training and launch activities
- Monitor project progress, risks and dependencies, reporting regularly to management and senior leadership teams.

MAIN DUTIES AND RESPONSIBILITIES:

Product Development and Management

1. Lead the development of the Essential Skills Wales qualifications and assessments

- Lead the delivery of the Essential Skills Wales redevelopment programme from project initiation through to implementation
- Develop and maintain project plans, milestones, risk registers and delivery schedules
- Coordinate the work of internal teams, subject specialists and external consultants
- Ensure delivery against agreed timescales, budgets and project objectives
- Act as the primary operational lead for the programme.

2. Lead qualification and assessment development

- Lead the design and development of Essential Skills Wales qualifications, units and qualification structures
- Lead development of assessment strategies, assessment specifications and assessment materials
- Coordinate the production of qualification guides, handbooks, learner and centre guidance and supporting documentation
- Prepare qualifications and assessments for validation and regulatory approval
- Present developments to validation panels and other governance groups.

3. Lead stakeholder engagement

- Build productive relationships with Qualifications Wales, Welsh Government, providers, employers and subject experts
- Plan and facilitate consultation activities to inform qualification and assessment design
- Coordinate expert groups and technical advisory meetings
- Ensure stakeholder feedback is evaluated and reflected appropriately within qualification development.

4. Quality assurance and regulatory compliance

- Ensure all qualification and assessment materials comply with Qualifications Wales Conditions of Recognition and Open Awards development procedures
- Coordinate quality assurance activities including technical review, proofreading, standardisation and version control
- Ensure evidence required for regulatory approval is complete and accurate
- Identify and manage development risks and quality issues.

5. Implementation and launch

- Lead implementation of the new qualifications and assessments across Open Awards
- Coordinate provider communications and implementation plans
- Develop guidance materials and implementation resources
- Deliver training and briefing sessions for centres and internal teams
- Support successful operational handover to business-as-usual teams.

6. Continuous improvement

- Evaluate qualification performance following implementation
- Recommend improvements based on stakeholder feedback, regulatory developments and market intelligence
- Contribute to the ongoing development of qualification development processes and methodologies.

General Responsibilities

1. Represent Open Awards at a local and national level

2. Deliver training to providers, employers and colleagues

3. Provide high quality customer service to centres and other stakeholders
4. Support the coordination of events, webinars and workshops

5. Provide support to providers on how to use Open Awards products and services and deal with requests for information

6. Support the development of related marketing and promotional materials in liaison with the
7. Development and Marketing team such as case studies and news articles

8. Maintain up to date records of activities in Quartz database in accordance with policies and procedures.

9. Travel to and work from any site that the duties of the job may require

10. Carry out any other duties as specified, from time to time by the Management Team

11. To support the organisation's commitment to equality and diversity and to promote non-discriminatory practices in all aspects of the work undertaken

12. It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Open Awards policies, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, Open Awards Health and Safety policy, and the Mission, Vision and Values of Open Awards

Person Specification

Note to Applicants: This Person Specification identifies the criteria required for this post. Applicants should address these within your application.

Criteria	Knowledge and Skills	Essential/ Desirable criteria
Qualifications and Training	Level 2 English qualification or above	Essential
	Professional or vocational qualification in education or assessment at Level 4 or above	Desirable
	Evidence of continued professional development	Essential
	Recognised project management qualification (e.g. PRINCE2, APM, Agile) or equivalent experience	Desirable
Welsh Language	Ability to communicate through the medium of Welsh (spoken and/or written), or willingness to develop Welsh language skills	Desirable
Experience	Experience of delivery or administration of an Ofqual or Qualifications Wales regulated qualification	Essential
	Experience of qualification and/or assessment development, including writing or reviewing qualification content and assessment materials	Essential
	Knowledge and expertise in education, training and assessment	Essential
	Strong project management skills, with the ability to plan, coordinate and deliver complex projects to agreed timescales and objectives	Essential
	Experience of working with external subject specialists, stakeholders or regulatory bodies	Essential
	Experience of using and interrogating databases and digital systems	Essential
	Experience of writing education or training materials, assessments or supporting guidance	Essential
	Experience of delivering training, workshops or implementation events	Desirable
	Experience of Essential Skills Wales qualifications or Qualifications Wales regulatory requirements	Desirable
Skills/Abilities	Strong interpersonal and relationship management skills	Essential
	Confident in the use of ICT	Essential
	Excellent verbal and written communication skills	Essential
	Ability to represent Open Awards with customers, regulators and other stakeholders	Essential
	Ability to work independently, take ownership and deliver against agreed objectives	Essential
	Ability to organise and prioritise multiple projects and competing deadlines	Essential
	Ability to build productive relationships with colleagues, providers and external partners	Essential
	Ability to develop qualification and assessment materials that meet	Essential

Criteria	Knowledge and Skills	Essential/ Desirable criteria
	regulatory requirements	
	Ability to interpret qualification policy and regulatory requirements and apply these in practice	Essential
	Ability to identify, assess and manage project risks and issues	Essential
	Ability to coordinate the work of subject specialists and project contributors without direct line management responsibility	Essential
	Ability to analyse information, solve problems and make evidence-based recommendations	Essential
	Excellent organisational skills and attention to detail	Essential
	Be ICT literate using Microsoft Office and Outlook for a range of purposes	Essential
Commitment	A commitment to Equality, Diversity and Inclusion	Essential
	Commitment to delivering high quality customer service	Essential
Personal Attributes	Confident strategic thinker with the ability to see the wider programme objectives	Essential
	Willing to undertake continuing professional development	Essential
	Adaptable, flexible, resilient and open to change	Essential
	Willingness to travel, including occasional overnight stays	Essential
	Current driving licence	Desirable