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 **Essential**

* Experience working in an educational environment
* Knowledge of the qualification development requirements of regulatory bodies, i.e. Ofqual and Qualification Wales.
* Knowledge and experience of qualification development, assessment processes and procedures
* Excellent communication and interpersonal skills including the ability to explain complex subject material to a variety of audiences
* Proven ability to form and manage effective relationships with a variety of internal and external stakeholders.
* Proven ability to influence others in an appropriate manner to gain agreement, support and buy-in to actively contribute each product projects overall success
* Computer literate with an excellent standard using Microsoft Office tools
* Experience coordinating multiple projects effectively within allocated budgets
* High level of attention to detail in order to complete regulated documentation and product plans inclusive of appropriate research referencing
* Proven ability to identify robust, evidence-based findings and statistics
* Proven ability to proof read to a high standard and to consistently apply standards within brand guidelines.

**Desirable**

* Education degree and/or equivalent qualification
* Experience developing industry specific CPDs
* Wider general knowledge of education and qualifications within the sports and leisure sector
* Knowledge of the sport of swimming and the aquatic disciplines
* Lead product development and review projects in line with product development process and regulatory requirements.
* Ensure education products meet the needs of the aquatic industry stakeholders and reflect Swim England quality standards throughout the product lifecycle.
* Ensure that technical content is consistent across all products, robust version control is implemented and that good practice, policy and brand guidelines are adhered to.
* Analyse and review the success of existing products, resources and interventions through demand and uptake figures, resolving issues and initiating appropriate corrective action when required.
* Support the development of commercial strategies and operational plans to increase revenue or decrease cost in line with the organisation’s objectives.
* Create, manage and maintain collaborative working relationships with internal and external stakeholders, ensuring their technical / industry expertise are considered.
* Work in collaboration with marketing and design departments to ensure that product resources are of the highest quality and within brand guidelines.
* Provide draft communications to the Commercial and Marketing department to promote existing products through various communication channels.
* Work with the Qualifications and Quality Manager to ensure that any potential impacts / concerns regarding regulatory compliance are mitigated at the start of a project and throughout its lifecycle.
* Contribute to the development and implementation of operational plans
* Effectively manage own work programme to achieve both personal and departmental objectives as set out within departmental plans and strategies.
* Carry out any other duties within the scope, spirit and purpose of the job and proactively comply with organisation policies and procedures.

**Values:**

We **include**

We are **ambitious**

We **collaborate**

We **do what’s right**

**Job Purpose:**

Lead the development of ongoing review of existing industry leading aquatic Qualifications and CPD products, ensuring the product portfolio’s solid research and evidence base is maintained and regulatory requirements met.

**Job Title:** **Qualifications Development Officer**

**Department:** Swim England Qualifications

**Reporting to:** Qualifications & Quality Manager

**Direct Reports:** N/A

**Location:** Home Based with travel to SportPark

**Grade**: 7

**Skills and experience required**

**Key responsibilities**

Job Description