



Changing lives through learning

Curriculum Growth Officer

Contents

Contents	2
Introduction.....	3
How to Apply	3
Mission, Vision and Values.....	4
Who are Open Awards?	5
Open Awards Services	5
Meeting the Team.....	6
Equality and Diversity	7
Safeguarding Statement.....	8
Job Description.....	9
Person Specification.....	12

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 Rachel Newman on rachel.newman@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:

Rachel Newman
Head of Business Growth
Open Awards
Estuary Commerce Park,
17 De Havilland Drive
Speke
Liverpool

Email application to:
rachel.newman@openawards.org.uk

The **closing date** for applications for the post is 17:00 on Friday 19th April 2024.

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, knowledge** 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.

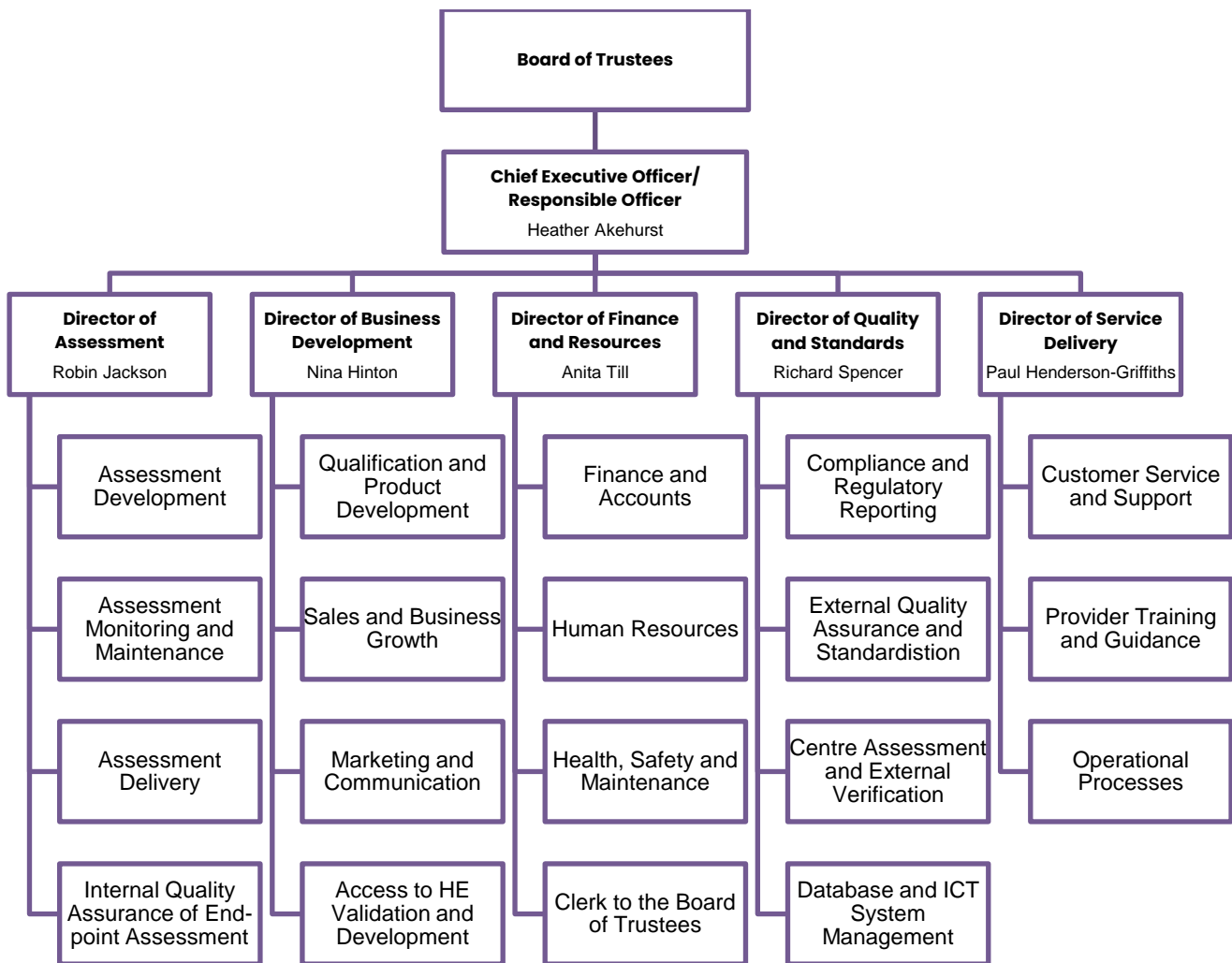
In particular Open Awards offers access to:

- 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.

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
- Barred list check
- Section 128 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 the 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:	Curriculum Growth Officer
RESPONSIBLE TO:	Head of Business Growth
STATUS:	X1 Full-time role X1 Part-time, 0.6 FTE
SALARY:	up to £28,734

This is an office-based contract with hybrid working arrangements. The expectation is attendance x3 days a week for the full-time position and x1 day a week for the part-time position.

Summary of Responsibilities

To support the business development team to grow the curriculum offering of Open Awards providers, with a focus on increasing the number of registrations across our provision.

To deliver high-quality curriculum development advice to providers, supporting them to provide a varied curriculum offering to their learners.

To run high-quality and informative training sessions for new and existing providers with a focus on growing their provision.

To engage with and build relationships with Open Awards providers.

To support the marketing and communication function at Open Awards to promote Open Awards' services and products.

MAIN DUTIES AND RESPONSIBILITIES

Curriculum Development

1. Provide advice and guidance to Open Awards providers on curriculum development across the full portfolio of Open Awards products and services:
 - Provide tailored curriculum development support to increase registrations across Open Awards providers.
 - Generate sample documents to support how content can be delivered (i.e., lesson plans, schemes of work, and other supportive documents).
 - Lead training and events with a focus on curriculum development/ planning.
 - Increase the number of learners on targeted qualifications/products.
 - Work with colleagues to offer practical advice to providers on how they can expand their curriculum including elements such as lesson planning, resourcing, and timetabling. Meetings can be in person or online depending on the provider's preferences.

- Work with the marketing and communications team to communicate both internally and externally on the products/ services that OA provides.

Marketing, Relationships and Sales

2. Support the strategic development and growth of Open Awards products and services:

- Contribute to team meetings by providing reports, updates, and ideas.
- Try, test, and share best practices on methods to support providers with their curriculum growth.
- Work with the marketing team to produce content targeted at providers to support their curriculum development.
- Support the marketing team with provider feedback surrounding curriculum development.
- Engage in external forums/ networking events to cement relationships with providers and employers.
- Conduct competitor analyses within the sector.
- Focus on growth in targeted areas and ensure measurements are in place to track the impact.
- Run reports to evidence the development and growth of providers' provisions.
- Prepare curriculum case studies to showcase the development of providers' provisions; assisting colleagues and providers to understand how to use and manage the products fully.
- Increase the uptake of further qualifications by upselling products to our providers.
- Work with the Marketing team to support communications in relation to provider growth.
- Support the wider sales team with projects linked to growth and development.

Product and Service Development

3. In the development of products and controlled assessments:

- To support the development of product in line with agreed timelines/ deadlines and project objectives, including rules of combination; units and indicative content; letters of support and demand; purpose statements/fact sheets; qualification guides and handbooks; assessment strategies and setting specifications; supporting guidance and materials.
- To support in the preparation and presenting of qualifications to validation panels
- To support the creation of assessments on Open Awards' assessment platform, including liaising with the assessment platform provider and wider development/ IT teams
- To support the communication of new or amended assessments across a range of stakeholders including internal and external.

4. In the quality assurance of qualification and assessment materials and resources:

- To support in the formatting and proof-reading of qualifications and assessments in preparation for scrutiny and validation
- To attend, when required, qualification paper evaluation committee (QPEC), and support coordinating resulting actions.
- To support in the quality assurance of qualification guides and other support materials as complete and accurate

5. In the review of Open Awards portfolio of qualifications and assessments to ensure they remain valid and continue to meet stakeholder needs, including:
 - To support the review content (learning outcomes and assessment criteria and/ or indicative content)
 - To support the collation and action feedback from stakeholders (including subject experts, delivery/training providers, and learners)
6. Support any other developments and assessments within the product development department.

General Responsibilities

7. Represent Open Awards at a local and national level.
8. Provide high quality customer service to providers and other stakeholders.
9. Provide support to providers on how to use Open Awards products and services and deal with requests for information.
10. Maintain up to date records of activities in Quartz database in accordance with policies and procedures.
11. Travel to and work from any site that the duties of the job may require.
12. Carry out any other duties as specified, from time to time by the Management Team
13. To support the organisation's commitment to equality and diversity and to promote non-discriminatory practices in all aspects of the work undertaken.
14. 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

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

Person Specification

Criteria	Knowledge and Skills	Essential/ desirable criteria
Qualifications and Training	1. 1. Level 3 Qualification or above in education and training (or willingness to work towards).	Essential
Experience	2. Working knowledge of education sector (in any sub- sector area). 3. Experience of working with customers with a focus on growth and development. 4. Experience of providing advice and guidance to a client base to achieve an increase in sales. 5. Experience of delivering training/webinars/events.	Desirable Essential Desirable Essential
Skills/Abilities	6. Excellent communication and interpersonal skills (confident, friendly, approachable). 7. Ability to monitor workloads and deliver to agreed service standards. 8. Ability to create and maintain good working relationships with customers and colleagues. 9. Ability to work unsupervised, be self-motivated and use own initiative. 10. Ability to work to tight/fixed timescales, prioritise work, meet deadlines and have excellent time management skills. 11. Ability to work across teams. 12. Excellent analytical, presentation, written and oral skills. 13. Excellent customer service skills. 14. Ability to implement changes and communicate with others. 15. Problem-solving skills. 16. Be ICT literate using Microsoft Office, Outlook Email, Excel and other Microsoft Office products in a range of contexts and for a range of purposes. 17. Have a good working knowledge of the requirements of the Data Protection Act. 18. An eye for detail and ability to proofread and check own work.	Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential
Commitment	19. A commitment to Equality & Diversity. 20. An understanding of and a personal commitment to the Vision, Mission, and Values of Open Awards. 21. Commitment to Customer Service.	Essential Essential Essential