

RECRUITMENT ADVERT

Employer	Brathay Trust
Job Title	UK Skills Qualifications Officer
Location	Ambleside, Cumbria
Salary range	£15,500 - £19,000 pa
Hours	35 per week
Days	Monday – Friday inclusive
Holidays	25 days pa
Contract type	Full-time, fixed-term contract (18 months)
Criminal Records Bureau Check	Enhanced
Closing date	5pm, Friday 10 September 2010

Brathay (www.brathay.org.uk) is proud to be the learning and development partner of UK Skills, an organisation dedicated to the development of excellence in skills. (www.ukskills.org.uk) We are seeking an experienced administrator who ideally will have experience of working within the vocational education sector to assist in the development and delivery of a new qualification framework.

Joining the Brathay team, you will work specifically on the UK Skills project and be dedicated to developing, implementing, managing and evaluating a qualifications administration system during 18 months of the pilot phase. The successful candidate will be a highly capable administrator capable of leading and managing this important aspect of this exciting and ambitious project. You will be playing a direct part in helping the UK succeed at WorldSkills London 2011, a major international showcase of UK talent, and supporting the development of a skills legacy that seeks to embed excellence throughout the UK's vocational education and training sector.

Key aspects of the role are to:

- Establish and maintain appropriate qualification administration systems to support the UK Skills project, managing key internal and external stakeholder relationships
- Develop and maintain a database capable of effectively managing the requirements of UK Skills and the awarding body
- Support the day-to-day management of the Moodle based UK Skills Virtual Learning Environment

To be considered for this role, you will need to:

- Have experience of working in an administrative role in a customer-facing environment, preferably in an HE or FE environment
- Be familiar with a range of software packages including Microsoft Word, Excel, and Access
- Have strong organisational and time management skills
- Be capable of working on own initiative and deliver against clearly defined goals
- Be numerate and accurate, with good attention to detail
- Be able to deal to confidently with partners and stakeholders

Ideally the post holder will have experience of:

- Working within an academic administration environment
- Experience of Moodle/Mahara or other virtual learning platforms

APPLICATION DETAILS:

To be considered for this vacancy **an application form must be completed.**

This can be found at www.brathay.org.uk, along with the **job description** and other relevant information.

In order to minimise our impact on the environment, applicants are encouraged to download an application form from our website, complete on-screen, and return electronically to: jenna.carpenter@brathay.org.uk

Applications must be received by 5pm on Friday 10 September 2010.

Interviews will be held on Wednesday 22 and Thursday 23 September 2010.