

	Job Description: Qualification Development Coordinator
Reporting to:	Qualification Development Manager (QDM)
Responsible for:	Not Applicable
Team:	Qualification Services
Department:	Qualification Development Team
External contacts:	<ul style="list-style-type: none"> • External Stakeholders • Professional Associations • Open University • Employers • Centre staff • External verifiers • External assessors and moderators • Candidates
Purpose:	To support the Qualification Development Team by coordinating the progress of development projects. To provide seamless administrative support and collaboration assistance when developing qualifications and qualification support products and assets.
Responsibilities:	
<ul style="list-style-type: none"> • Coordinate CPCAB strategic projects relating to the development of new qualifications, qualification support products and assets. • Coordinate development work relating to the review and improvement of CPCAB qualifications, qualification support products and assets, to include the annual qualification review QAR5. • Support cross-departmental collaboration to ensure the streamlined integration of new qualifications and products into existing processes. • Liaise with project staff and stakeholders to book meetings and share correspondence. • Use digital project management software to track, monitor and report on progress of development work. • Support the running of events and webinars relating to qualification development work. • Respond to qualification development enquiries via email, telephone, video calls and in-person. • Draft and proof documentation, marketing materials and correspondence. • Attend and minute taking at committees relevant to the post. • Provide general departmental administrative support. 	
Contingency	• The Qualification Development Manager or Qualification Development Lead

Person Specification

Criteria	Essential	Desirable
Educated to A-level or equivalent	✓	
Ability to make professional judgements	✓	
Experience as an administrator	✓	
Ability to work autonomously	✓	
Self-motivated	✓	
Excellent verbal and written skills	✓	
Attention to detail	✓	
Document proofing skills	✓	

Excellent IT skills, including maintaining digital filing systems	✓	
Understanding of current counselling landscape		✓
Collaboration skills and working effectively in a team	✓	
Demonstrate exceptional standards of confidentiality and integrity	✓	
Flexible and approachable	✓	

Your job description has been mapped to the [General Conditions of Recognition](#) of CPCAB's regulators. Your line manager will discuss your responsibilities in relation to this section following your initial training.