



THE FOOTBALL ASSOCIATION – DRAFT ROLE PROFILE

Job Title:	Qualifications Manager	Reports To:	Senior FAL and Tutor Training Manager	Grade:	
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Job Purpose:

- This vital role within the FAL team will be responsible for all qualifications and awards across the disciplines. They will ensure consistency, quality and branding of all content and that every part meets with accessibility guidelines. The successful candidate will oversee the development of all new educational qualifications, make recommendations regarding the level and format of the awards and lead the mapping of FAL awards against recognised frameworks. A significant part of this role is to investigate the feasibility of FAL becoming an awarding body and address local funding issues working closely with government agendas for education to advise the strategic direction of FA Learning

Jobs Reporting Into The Job Holder:	N/A
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Key Accountabilities:

- Development of complete qualification matrix across disciplines with timelines for new and updated awards identified over the next 3 years
- Ensure that qualifications are designed and developed to be accessible for the needs of a diverse community (e.g. disabled people, adults with low literacy levels)
- Development of a proposal for FAL to develop and place football products around basic numeracy and literacy
- Feasibility study for FAL to become an awarding body
- Development with Education staff of Sports Diploma / Apprenticeships for 14-19 year olds and NVQ options
- Research and a proposal around a university partnership to map qualifications at various higher educational levels including coaching and sports medicine and exercise science with a long term plan to link up at the NFC
- Analysis of funding situation and regular communication to CFAs in conjunction with Skills Active and LSCs

Enhanced CRB Check Required:	NO
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Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none"> • FAL Forum – Heads of Department • Equality • Head of Policy • FAL team • Design / studio 	<ul style="list-style-type: none"> • Regional LSCs • CFAs • Government departments • Skills Active • Sports Coach UK • Universities • Customers



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WHAT IS NEEDED TO CARRY OUT THE ROLE?

Person Specification (Key Skills And Experience Required): Essential	Person Specification (Key Skills And Experience Required): Desirable
<ul style="list-style-type: none"> • Experience in designing qualifications • Professional educational training and qualifications • In depth knowledge of political agenda with regards to education • Project Management experience • Diplomacy and excellent communication skills • Experience of Financial business planning • Understanding of needs of diverse audience and different delivery mechanisms • Personal commitment to learning and professional development • Open and modern approach to new learning methods and research around learning 	<ul style="list-style-type: none"> • Enthusiasm and creative approach to possibilities of educating through football • Experience of researching and launching new qualifications • Knowledge of and creative approach to accrediting APL • Existing FA generic trained tutor/trainer
Behaviours level required:	Level required:
<ul style="list-style-type: none"> • Delivery • Teamwork • Customer Excellence • Communicating • Developing Self and Others • Leadership • Problem Solving 	<ul style="list-style-type: none"> • 3: Removes barriers to continuous improvement • 3: Develops team working across boundaries • 3: Anticipates customers' needs • 3: Uses different influencing and communication strategies • 3: Coaches and provides development opportunities • 3: Demands high performance and success • 3: Resolves complex issues
Author:	Signed by Job Holder:
Date:	Date:

If you wish to apply for this role please forward a CV, covering letter and details of your current salary to jobs@thefa.com, clearly indicating in the 'subject' field the name of the role you wish to apply for. Closing date for applications will be the 4th of September 2009.