



Senior Project Officer - Professional Learning & Quality

Hours of work: circa 25 hours per week

Salary: £25,000 per annum (**pro rata if available for fewer hours**)

Benefits: Flexible working, remote working

Nature of contract: Consultancy, part time

Duration: 12 months, with a possibility of renewal

This contract is home based and requires online working¹

Job Summary

An exciting opportunity has arisen to make your mark in this brand-new role at Institute for Educational & Social Equity (IESE). The post-holder will be responsible for leading all areas of the Institute's quality assurance processes concerning its programmes with external agencies. The post-holder will provide advice to our delivery team, and contribute to programme and module development, and through module delivery.

Note: At least 50% of this role will involve close working with Ofqual, other HEIs and other quality assurance bodies.

Background to Institute for Educational & Social Equity

IESE is the UK's first and only independent tertiary level specialist EDI Institute. It provides research, capacity-development, and institutional support to clients globally in education, industry, housing and the charity sector in broad EDI issues. In the past 2 years, IESE have undertaken work with organisations on anti-racism, including decolonising, diversifying and inclusivising the curriculum, and on gender-based violence. All our services are evidence led, and combines appropriate practice experience, which is our USP.

Institute for Educational & Social Equity convenes the annual 'Equity in Education & Society' conference, and sponsors the 'Equity in Education & Society' journal published by SAGE.

We provide:

- Training and capacity development for educational and other organisations
- Advice and guidance to organisations
- Research and capacity-development to individuals and organisations
- Policy support to organisations

¹ From time to time, it will be expected team members will attend Team days and/or or specific events.



Details of our services can be found on our website: [Institute of Educational & Social Equity \(instituteforequity.ac.uk\)](https://instituteforequity.ac.uk)

Key Tasks:

- Oversee and lead negotiations and engagement with Ofqual and other regulatory bodies
- Oversee and lead negotiations and engagement with accrediting bodies and other Higher Education Institutions concerning programme validation and affiliation agreements, etc
- Propose and contribute to developing new content and/or oversee revision to existing content and portfolio as appropriate
- Contribute to training delivery on our flagship 'Equity, Inclusion & Organisational Diversity', and other bespoke CPD offer
- Ensure that the Institute's vision and brand are promoted through your work, and to contribute to the general administration, well running and development of the Institute

Competencies and skills required:

- Knowledge of UK quality assurance in the education sector (e.g.: Ofqual)
- Knowledge of external programme validation arrangements with UK Higher Education Institutions
- Knowledge and experience of writing and delivering modules delivered to both academic and professional audiences
- Demonstrable expertise or developed understanding in at least one area of EDI work
- Ability to use social media platforms, mass mailing software such as MailChimp, Microsoft Office including Excel, Word, PPT, Outlook, etc.
- Teamworking, flexibility
- Anti-racist, social justice oriented

How to apply:

Send CV and 2-page (maximum) statement **linked to the competencies and skills required** with the name of the job being applied for in the subject line to admin@instituteforequity.ac.uk by 17:00pm on 14 October 2022.

Interviews: 12:00pm – 16:00pm, Friday 4th November 2022