



Llinell Gymorth Live Fear
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Cymorth i Ferched Cymru
Welsh Women's Aid

Welsh Women's Aid Job Description

Job title:	Internal Quality Assurer (IQA)
Salary:	£27,741 - £29,577 per annum pro rata (NIC 23-25) Fixed term 1 year
Responsible to:	Head of Training
Hours:	Part or full time hours available (minimum contract for 20 hours per week)
Job Purpose:	<p>The post holder will be responsible for making an informed judgement regarding the practice of and decisions made by the WWA training assessment team, in order to maintain the required standards of training delivery.</p> <p>This will involve:</p> <ul style="list-style-type: none">• Working with the Head of Training to ensure that assessors are trained appropriately and fully briefed to be able to carry out their roles effectively.• Monitoring the centre's (WWA's) assessment practice and procedures.• Ensuring records of all assessment are accurate, organised and stored in line with data protection legislation.

This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.



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Job Details

Key functions

- Work with the Head of Training to ensure that assessors are fully briefed and carry out their roles appropriately.
- Assist the Head of Training to identify future training needs of assessors.
- Monitor the centre's assessment practice and procedures by carrying out interim and summative sampling, including:
 - reviewing learners at different stages of the programme delivery and assessment process
 - evaluating the quality of formative guidance on assessment
 - evaluating the effectiveness of assessment planning
 - agreeing an appropriate sampling strategy with the EQA to provide an accurate representation of quality of assessment practice within the centre
 - ensuring standards are maintained
 - ensuring assessment decisions are consistent and standardised
 - ensuring the appropriate conduct of assessments (internal and external)
 - ensuring that any awarding body action points are implemented within agreed timescales
- Ensure that records of assessments are accurate and securely stored immediately after assessment.
- Provide feedback to assessors, the Centre Contact and the EQA.
- Uphold the quality and standards of the award.
- Conduct four standardisation meetings per year.

Working with others

- Identify and network with stakeholders and partner agencies.
- Work closely with the Head of Training and team members to ensure the smooth delivery of the training service.
- Communicate effectively with Welsh Women's Aid teams by meetings & staff briefings.
- Promote and facilitate joint working; establish national, regional and local opportunities and develop structures for networking.

Developing and delivering Services

- Contribute to regional development of training programmes delivered by the national training service, working with regional consortia as necessary.
- Create positive working relationships with external agencies and local specialist services to support and strengthen the Welsh Women's Aid National Training Service.

General responsibilities

- At all times protect the safety and security of survivors, service users, staff, volunteers and buildings, and the confidentiality of records and other information.
- Uphold the rights of women, children and young people and proactively assess the needs and safety of children and women to ensure that any risks/needs identified are addressed, having full regard to Safeguarding Children policy and Safeguarding Adults policy.



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- Be responsible for personal learning and development and keep up to date on research, relevant legislation, policy and practice, and other literature relevant to the role.
- Participate in supervision, training and meetings as required, and assist in the development of services in line with agreed development plans.
- Take direction on projects and priorities from your line manager, which may vary from time to time.
- Oversee the work of volunteers or temporary support staff as required.
- Carry out word-processing, filing, and administrative tasks necessary to comply with the job description.
- Assist in the organisation of conferences or events organised by WWA, if required.
- Work within the values, policy and practices of WWA.
- Ensure WWA complies with the law and best practice in respect of data protection, health and safety regulations, and equality and diversity requirements.
- Responsible for undertaking any other duties appropriate to the post.

Variation Clause

Welsh Women's Aid reserves the right, following full and reasonable consultations with the member of staff and their trade union or other representatives, to vary, add to or alter any of the terms and conditions of employment attached to this post.

This job description will be reviewed annually and may need to be revised according to the priorities of current workload with the agreement of the Executive Board and the CEO.

The performance of the post holder will be monitored through regular supervision by the line manager and reviewed at each annual appraisal. The post holder is expected to produce regular reports for monitoring and review by their line manager and Chief Executive as required.

General Information and Conditions of Service

- 5 weeks holiday (pro rata) per year, plus statutory holidays.
- Welsh Women's Aid contributes a sum equivalent to 6% of the annual salary to the company pension scheme following successful completion of 6 months probationary period, and subject to staff contribution as part of auto-enrolment.
- Overtime is unpaid; time in lieu is to be taken in consultation with the line manager.



**Internal Quality Assurer (IQA)
Person Specification**

Criteria	Essential	Desirable
Experience / qualifications	<ol style="list-style-type: none"> 1. Recognised quality assurance qualification (or evidence of working towards). 2. Relevant experience of working with awarding bodies in the assessment and quality assurance of training courses. 3. Experience of completing Awarding Body documentation. 4. Substantial experience of compliance with quality systems. 5. Experience of managing own workloads without supervision. 6. Experience of delivering training and assessing qualifications. 7. Within an accreditation framework (e.g. Agored Cymru, OCN). 	
Knowledge	<ol style="list-style-type: none"> 8. An understanding of domestic abuse and other forms of violence against women. 9. Working knowledge of data protection legislation. 	
Skills	<ol style="list-style-type: none"> 10. Excellent attention to detail. 11. Effective assessment, planning and evaluating skills. 12. Excellent organisational skills, time management skills and the ability to collate and process information efficiently. 13. Proven IT skills including use of Microsoft Outlook, Teams, PowerPoint, Word and Excel. 14. High standard of writing and literacy skills. 15. Proven time management, problem solving and solution-focussed skills. 16. Ability to work on several projects simultaneously in a complex, changing environment. 17. Ability to utilise information from a wide range of sources. 	
Other	<ol style="list-style-type: none"> 18. Able to demonstrate a commitment to furthering the aims, objectives and values of Welsh Women's Aid. 19. Has a clear understanding of and commitment to promoting anti-discriminatory practice and equal opportunities. 20. Has a willingness to attend occasional evening meetings and weekend events as required. 	D1. Bilingual in Welsh and English