



Qualifications and Compliance Coordinator

Hours:	15 hours per week. Term-time only + 2 weeks (41 weeks)
Responsible to:	CEO
Location:	Albury, near Guildford. Flexible working will be considered, but the expectation is at least 2 days a week in the office.
Salary:	£9,516.51 per year (actual)

The Role

The Qualifications and Compliance Coordinator ensures the effective delivery and accreditation of GASP's programmes. Acting as the main contact for AQA and IMI qualifications, the role involves managing the certification processes, supporting tutors, maintaining accurate student records, and liaising with awarding bodies and quality assurers. The postholder also contributes to developing new accreditations and promotes the charity through client engagement, site visits, and events.

You will have strong interpersonal skills and be confident communicating with individuals at all levels within schools and external organisations. As many of our students are vulnerable, you must be able to demonstrate empathy, sensitivity, and a supportive approach in all interactions.

This is a part-time role of 15 hours per week, aligned with Surrey County Council term-time only, plus two additional working weeks. The postholder will be based at our Albury site, with occasional homeworking considered on an ad-hoc basis.

The main responsibilities of the role are:

- Oversee the AQA and IMI accreditation process, acting as the main contact for all related enquiries.
- Maintain internal quality assurance procedures, including:

- Regularly reviewing and improving processes to meet quality standards.
 - Carrying out standardisation checks to ensure assessors are consistent and fair.
- Support tutors with assessing student work and completing the necessary paperwork.
- Prepare and submit student information to awarding bodies for registration and certification.
- Work with the Operations Manager and Curriculum Consultant to review and develop the range of accreditations offered.
- Keep digital trackers and the student database up to date, ensuring accurate records of student progress and achievements.
- Input student feedback into the tracker database, ensuring records are accurate and up to date.
- Liaise with External Quality Assurers (EQAs) to arrange and support monitoring visits.
- Develop and maintain an in-depth knowledge of educational organisations and services for young people across Surrey and its borders.
- Arrange off-site visits to assess external locations suitability for course delivery.
- Host client visits to GASP, confidently promoting the charity and learner outcomes.
- Support events including GreenPower races and promotional activities
- When required, act as the GASP representative at meetings and external events.
- Any other duties as deemed appropriate to support the CEO in the effective running of the charity.

Person Specification:

- Minimum of 2 years' experience in a busy administrative role.
- Experience working within the education or charity sector.
- Familiarity with accreditation processes and working with awarding bodies (e.g. AQA, IMI).
- Understanding of safeguarding and working with vulnerable young people.
- Excellent organisational skills with strong attention to detail.
- Confident communicator with the ability to engage with a wide range of stakeholders, including school staff, external partners, and young people.
- Strong written and verbal communication skills.

- Proficient in Microsoft Office and confident using digital tools for data entry and reporting.
- Commitment to safeguarding and promoting the welfare of young people.

If you are interested in applying for this role, send an up-to-date CV and covering letter outlining your suitability for the role to Alexandra.Thompson@GASPMotorProject.org