

## **Job Advertisement**

**Job Title:** Corporate Services Manager.

### **About Us**

JCQ is the representative body for the eight leading awarding bodies in the United Kingdom who are responsible for delivering qualifications, such as GCSEs, A-levels, National 5s, Highers and vocational qualifications including the newly developed T-Levels. JCQ is a not-for-profit Community Interest Company.

**Salary:** Minimum £39,000 - depending on experience.

**Home Working** - with the requirement to travel to attend team meetings and other meetings with members, standard travel reimbursed.

**Hours of Work:** 35 hours – full time.

**Reporting to:** The Head of Corporate Services and JCQ Chief Executive.

**Direct Reports:** None

You will be a well-organised individual with good administrative, governance, communication and IT skills. Experience of working within an awarding body or the education sector is desirable. An effective communicator with senior staff, you will be responsible for managing queries in a timely manner and servicing committees covering complex issues.

**Key responsibilities** - Supporting in the delivery of key operational activities including:

- Committee and governance support – event planning and management, along with ensuring CIC regulations are adhered to and risks and issues identified and addressed
- IT management and support – IT systems administrator, supplier relationship owner and supporting and assisting colleagues with IT issues
- Financial, HR and administration support – day to day management of finances, onboarding and induction of new employees, and supporting the JCQ annual cycle of key activities.
- Corporate responsibilities – Policy and procedure compliance, contract management support, representation of JCQ its mission and core aims.

The job description may change over time to align with the needs of the business.

**Key Attributes** - We are looking for a highly skilled candidate with the following qualifications, skills and attributes:

- Proven experience of building strong and positive external relationships with a range of key stakeholders.
- Ability to work independently and pro-actively, handling multiple projects.
- Ability to work under pressure and to tight deadlines.
- Represent JCQ in a professional and constructive manner to external stakeholders and suppliers.
- Good communication skills, both numerical and written
- Strong IT skills, particularly Excel, Word, Outlook and the ability to quickly learn and use new software and systems.

- Proven experience of formal governance meetings, inclusive of preparation and follow up actions of associated committees.
- Experience of administering networks and systems.
- A self-motivated individual with a professional and proactive attitude.
- A good team worker, willing to contribute to and help manage JCQ's broader activities.

**Why work with us - we offer:**

- Working from home
- 25 days annual leave, rising by 1 day per full year of service to a maximum of 30 days. Plus Christmas closure
- Enrolment with the JCQ pension scheme on joining the organisation – 10% employer contribution.
- Life Cover: 3 x salary
- Family Friendly Policies: enhanced leave and pay available
- Exposure to working with a variety of stakeholders across the sector.
- Employee Assistance Programme inclusive of 24/7 wellbeing support, counselling, mobile app promoting physical and mental wellbeing.

**How to apply**

To apply for this exciting opportunity, please email your CV and a supporting letter outlining how your experience and skills match the requirements outlined in the job description above to [recruitment@jcq.org.uk](mailto:recruitment@jcq.org.uk)

If you wish to have a confidential discussion about this role, please contact The Head Of Corporate Services [billy.goodall@jcq.org.uk](mailto:billy.goodall@jcq.org.uk)

- **The closing date for applications is 31<sup>st</sup> May 2024**
- **Shortlisting will take place w/c 03<sup>rd</sup> June 2024**
- **Interviews will be held week commencing 10<sup>th</sup> June 2024**