

CQM Training and Consultancy Ltd

Qualifications Delivery Manager

Brief Company Overview

CQM Training and Consultancy Ltd was formed in 1993, as a specialist consultancy company providing training and consultancy services to private manufacturing clients.

After a management buy out in 2006 the company developed a focus on two main areas of business;

1. The delivery of Lean manufacturing techniques with an emphasis on sustainability
2. Management training and development programmes for manufacturing clients.

Over the Years the company's product offerings and client base have evolved and the company now operates across the Midlands and Northern England. The company has developed a particular specialism in improving the productivity of food sector manufacturers and has recently been elected a one of the three centres of excellence for Lean delivery by the Sector Skills Council for Food and Drink. Some 60% of current business is in the food sector. The company has developed a strong brand recognition for delivering highly practical programmes of Lean implementation and leaving our clients self sufficient in Lean skills.

Our accredited programmes through awarding bodies have grown and we are delivering a more diverse range of qualifications including apprenticeships. We now have the need for a dedicated programme manager for all of our qualification routes.

CQM T&C Ltd sits at the centre of a strong network of Awarding Bodies, Funding Agencies, Clients, National Skills Academies, Trade Bodies and so on.

Brief Role Overview

At our Head Office in Hathersage, Derbyshire we currently have a well established administrative function, highly effective sales and programme material preparation functions along with strong compliance procedures. We are a registered ILM, FDQ, BTEC and EAL assessment centre.

The role will involve the management of all elements necessary for delivery of qualifications to a world class success rate, currently running at over 95% timely completions. The role demands outstanding communication with our key business partners and good project management skills to cope with an ever-varying workload. The role will also involve scheme of work development for new and re-launched programmes.

The position reports directly to CQM's Operations Director and will be based partly at home and at our head office though will involve travel to partner organisations. You will work closely with our Centre Coordinator who liaises with all assessors and awarding bodies on day-to-day delivery of the qualifications.

Core activities will include:

- Translating Awarding Organisation requirements into practical delivery frameworks
- Development of delivery materials including assessor documentation
- Liaising with Funding Bodies on an ongoing basis to understand funding stream requirements
- Managing the *Funding to Delivery* process in such a way that all funding is efficiently delivered
- Programme delivery on clients sites
- Carrying out Quality Assurance checks internally in the centre and of the deliverers on the clients sites.
- Managing clients and learners to maximise learner achievements within realistic timescales
- Developing and managing an effective Learner Voice Strategy
- Working closely with CQM's deliverers to deliver quality programmes of intervention to clients
- Working hands-on with the Centre Coordinator, particularly when there are peaks in workload
- To continuously improve our administrative processes
- To maintain and develop our OFSTED self assessment process

The following items would be looked upon favourably:

- Internal Verification qualification (V1)
- Key/functional skills delivery

Likely skill set:

- Strong communicator, enjoys forming relationships with partners in all directions
- Self-motivator
- A numerate mind
- Strong MS Office skills, particularly manipulation of spreadsheets
- A practical approach to problem solving
- Enjoys the variety that travel brings

A competitive salary would be paid with a car allowance.

Mileage would be paid at 40p per mile for the use of your car initially.