



DIRECTOR OF QUALITY AND DEVELOPMENT RECRUITMENT PACK



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A LETTER FROM THE CAVA CHIEF EXECUTIVE OFFICER

A letter from the CAVA Chief Executive Officer

Thank you for your interest in the role of Director of Quality and Development at the Cambridge Access Validating Agency (CAVA).

CAVA was founded in partnership between eight further education providers and three higher education institutions more than 20 years ago, united around their central passion for supporting social mobility and lifelong learning. That same passion drives us today to help adults achieve their aspirations through education.

Our original members have stayed with us on this journey, and our membership community has grown to over 30 further education providers and six higher education institutions across England. As an Access Validating Agency (AVA) licensed by the QAA, we design, validate, quality assure, and award the Access to Higher Education (HE) Diplomas. We also work in partnership with the NOCN Group to offer Pre-Access qualifications. We have thousands of adult students studying our courses at our members nationwide every year.

We have a close-knit and friendly team of seven staff members (including this role), who are supported by a wide network of subject and Access to HE experts that serve as our external moderators and validation panel members.

We are now seeking a Director of Quality and Development to maintain and develop the high standards of CAVA's operations and services. We are looking for a dedicated professional who shares our commitment to excellence, possesses strong strategic and operational capabilities, and has a proven ability to enhance quality assurance processes. This role is pivotal in translating regulatory requirements and our strategic aims into effective operational plans, overseeing our quality systems, and leading the development of our Access to HE Diplomas. The ideal candidate will bring a collaborative approach, working closely with the CEO and the team to develop stakeholder relationships, manage compliance, and promote CAVA's values and interests. Please find detailed information about CAVA, the role, and application process below.

If you have any questions or would like an initial information conversation, please feel free to contact the CEO Emily Ross via e.ross@cava.ac.uk.

We look forward to receiving your application.

Emily Ross
Chief Executive Officer of CAVA



ABOUT CAVA

Our vision

To provide high-quality qualifications, empowering adults to surpass their aspirations through lifelong learning.

Our mission

In partnership with our members, CAVA assures the highest quality adult qualifications, actively promotes lifelong learning, and enhances the educational journey of adults in England and across the world.

Our aims

- Develop, quality assure, validate, and award high-quality qualifications that set the gold standard for adult education.
- Cultivate a collaborative membership of educational institutions to ensure the best attainment outcomes for our students.
- Through dynamic partnerships, enhance the educational journey by providing resources and support for inclusive and sustainable learning.
- Promote adult education as a valuable option in life planning and educational policy.

Our Values

- **Community of critical friends**
We are a collaborative community that values support, constructive feedback, and personal connections.
- **Quality experts**
We strive for excellence, with a focus on quality assurance and enhancement.
- **Transparent integrity**
We foster a culture of accountability and trust. We value openness, honesty, and ethical conduct.
- **Continuous improvement**
We proactively seek opportunities to learn, innovate, and enhance our educational offering and practice.
- **Sustainable and inclusive**
We embed sustainability and inclusivity into all that we do, ensuring a positive environment for our students, members, team, and organisation.
- **Education champions**
With a passion for adult education, we champion lifelong learning and the transformative power of educational experiences.



STRATEGIC VISION FOR CAVA

It is CAVA's strategic vision to be seen as the best AVA by 2030. To achieve that vision, we operate three year strategic cycles. The CAVA Board and members have set the following vision for our upcoming 2024-27 strategic period:

By 2027, CAVA will distinguish itself through rigorous and effective quality assurance, academic development, and continuous enhancement activities, ensuring a unique and unparalleled standard in the delivery of our qualifications.

We commit to surpassing QAA's AVA requirements, viewing the regulatory framework as a benchmark, not the target. Our strength lies in collaboration with our members, aligning our activities with their needs and those of our students.

CAVA aims for sustainable growth in membership, revenue, and staff, enabling expanded activities without compromising quality or integrity. Our approach prioritises long-term favourability, ensuring stability and positive impact.

We aspire to be a prominent thought leader in adult qualifications, garnering national and international recognition and respect for CAVA and the Access to HE Diploma. This strategic aim positions us as a leading influence in shaping the future of adult education.



ROLE PARTICULARS

Location:

Hybrid working
(Two days per week in Cambridge office)

Contract term:

Permanent

Salary band:

£45,767 - £56,930

Hours:

37.5 hours per week, Monday to Friday

Reporting to:

CAVA Chief Executive Officer

Line management of:

Quality Manager, Quality and Development Officers

Additional benefits:

- Auto-enrolled pension scheme with Scottish Widows (15% employer contribution and up to additional 5% match, employee contribution decided by each employee annually)
- 28 days annual leave plus bank holidays
- Group Life Assurance Plan including access to Smart Health, bereavement counselling, probate helpline
- Group Cash Plan including reimbursement of health expenses, virtual GP, health assessments, and perks discounts
- Generous sick pay and parental pay schemes, dependent on period of continuous service
- Employee Assistance Programme helpline
- National Cycle to Work Scheme
- Annual training and development budget
- Biannual team building events

Please note, this is a UK based role and you must have the right to live and work in the UK.

JOB DESCRIPTION

The Director of Quality and Development's key roles are to enhance the quality assurance processes, translate regulatory requirements into operational plans and develop CAVA's Access to HE Diplomas.

The key functions of the role are to:

- Translate QAA regulation and CAVA strategic aims into operational plans
- Oversee the effective operation of the CAVA quality systems and procedures
- Lead on the development and enhancement of quality assurance processes
- Lead on the strategic development of CAVA's Access to HE Diplomas, ensuring alignment with CAVA's aims
- Organise evaluation of CAVA services and operations
- Manage compliance with QAA regulation
- Report on quality matters to the CAVA governance committees and QuAD
- Assist the CEO in the overall preparation of QAA reports
- Work with the Communications and Events Officer to deliver CAVA's events plan
- Work with the CEO to attract new business and lead on new member relations
- Liaise with outside agencies relevant to the role and promote CAVA interests
- Provide effective leadership and line-management in liaison with the CEO
- Fulfil the role of Data Protection Manager
- Deputise for the CEO when required
- Promote and adhere to CAVA's organisational values
- Any other duties appropriate to the role and deemed necessary for the effective operation of CAVA.



PERSON SPECIFICATION

Essential

Desirable

Qualification:

- Undergraduate degree
- GCSE or equivalent in Maths and English Grade C or above

- Postgraduate degree

Experience:

- Line management
- Leading teams
- Managing and ensuring compliance within regulated environments
- Developing and implementing effective, relevant quality assurance systems
- Educational assessment
- Strategic planning in the UK education sector
- Committee minute-taking, agenda preparation, coordination
- Liaising with external agencies and stakeholders

- Transnational education sector
- UK FE and/or HE sector
- Curriculum development
- Education technology (EdTech)
- Change management and driving organisational change

Skills and abilities:

- Excellent analytical and problem-solving skills
- Excellent strategic project management skills
- Digital savvy and IT literate
- Excellent communication and interpersonal skills
- Advanced administrative organisational skills
- Ability to work as part of a team and motivate others

- Training and delegating
- Developing team members to enhance skills and performance
- Events coordination

Behaviour:

- Proactive in identifying opportunities for improvement and driving change
- Collaborative working style in a no-blame culture
- High personal integrity, responsible and reliable
- Adaptable to new challenges and environments

- Strong, strategic leadership and decision-making abilities

APPLICATION PROCESS

If you share our values and passion for social mobility through lifelong learning, we would love to hear from you.

Please email admin@cava.ac.uk to receive the application form for the vacancy.

Closing date for applications: 6 September 2024 by 5pm - applications received after this time may not be considered for the role

Interview: 27 September 2024 (in person - at the CAVA office, Cambridge)

CAVA is committed to nurturing a staff team and CAVA community that is equal, diverse, and inclusive. We welcome applications from candidates of all backgrounds, experiences, and perspectives. We do not discriminate on the grounds of sex, gender identity, sexual orientation, age, race, ethnicity, disability, marital status, pregnancy, parental status, religion, or belief.

As a Disability Confident Employer, CAVA will shortlist applicants who meet the minimum criteria for roles and who live with a disability (as defined by the Equality Act 2010) for interview.

If you require any reasonable adjustment during the application or interview process, please contact us at admin@cava.ac.uk to discuss your requirements. Please let us know if you require any of the documentation in an alternative format.

CAVA is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. The successful candidate will be subject to a DBS check and satisfactory references before any final offer can be made.