

Accreditation Manager

Reporting to: Director of Membership and Professional Standards

Hybrid working allocated to the Grantham Hub 2 days per week.

Role: Responsible for the coordination of IOM3 accreditation processes for academic courses and industrial professional development programmes both in the UK and overseas, under its Engineering Council and other professional licences, and act as the data champion for all accreditation-related data recorded on the CRM.

Duties:

- Manage an agreed series of accreditation procedures appropriate to college and university courses and industry-based professional development programmes, both in the UK and overseas.
- Grow and develop the number of accredited courses and professional development programmes in line with the Accreditation Growth Plan.
- Ensure that re-accreditation of existing courses and programmes are followed up in accordance with approved procedures.
- Arrange, coordinate and support accreditation teams for visits and the flow of information and data to the team both prior and following the visit.
- Manage the administrative activities of the Accreditation and Professional Formation Committee (APFC).
- Undertake any other duties commensurate with the general level of the post as required.

Person Specification:

- Attention to detail.
- Strong IT skills, including MS Word, Outlook, and Excel.
- Experience of using CRM systems.
- Excellent communication skills.
- Customer facing experience.