

JOB DESCRIPTION
Journalism standards manager

Job title:	Journalism standards manager
Liaising with:	NCTJ's management team and staff Accreditation board Accreditation consultants Editors, senior journalists and trainers Heads of journalism and teaching staff Student council Examination boards Influencers in the journalism community Suppliers and customers
Reporting to:	Head of awarding
Working with:	Examinations team and all members of NCTJ staff

JOB OBJECTIVES:

- Implement the NCTJ's accreditation standard and centre approvals process to ensure centres and their courses are of a high standard and produce employable skilled trainees for the media and related sectors.
- Manage the day-to-day running of the accreditation scheme and centre approvals process and undertake all required administration to ensure accreditation and centre approval are clear, proportionate, supportive, rigorous, proactive, risk-based processes, using information and evidence gathered and verified by the NCTJ.
- Grow the accreditation scheme and centre approvals process to increase the number of NCTJ-qualified trainees entering the media and related sectors.
- Support the organisation of NCTJ events related to accreditation and centre approval, including the Student Council, Journalism Skills Conference, accreditation forums, marking workshops and seminars, and other relevant events and courses.
- Contribute content to NCTJ products and services including qualifications, end-point assessments, careers information and the website, ensuring information is accurate and high quality.
- Deputise for the head of awarding as appropriate and undertake special projects as directed by the head of awarding or the chief executive.

RESPONSIBILITIES:

1. Work with the chief executive and the head of awarding to manage the development and delivery of a professional accreditation and centre approvals strategy that is regularly reviewed and updated.
2. Implement the accreditation and centre approvals strategy to meet their objectives and the agreed budget.

3. Ensure all aspects of the accreditation scheme and centre approvals process run smoothly to deadlines, in particular:
 - Appoint, brief and thank industry panel members
 - Complete desk research and review accreditation/centre approval documentation in advance of visits
 - Write, edit and sign-off accreditation and centre approval reports
 - Communicate with centres about progress with conditions, recommendations and action plans
 - Monitor the on-going performance of centres against the accreditation standard and centre approval conditions
 - Co-ordinate applications from centres to deliver new courses, new qualifications or to modify existing courses
 - Manage the accreditation budget with assistance from the head of finance
 - Ensure all centres sign an accreditation/centre agreement and pay their annual membership fees
 - Ensure centres report 'significant events' and record them on the risk log and bring them to the attention of the head of awarding
 - Manage the annual self-assessment process for accredited courses and ensure centres complete their annual reviews and returns before September each year
 - Co-ordinate the industry advisors assigned to accredited courses, ensuring meetings take place annually and are recorded as required

4. Undertake the efficient management and administration of the accreditation scheme and centre approvals process, including:
 - Organising visits and meetings
 - Circulating materials
 - Logging conditions of accreditation/centre approval and other related issues on the centre risk log
 - Distributing accreditation certificates
 - Invoicing centres and arranging payment of expense claims
 - Sending formal correspondence to centres to confirm accreditation or centre approval status, conditions and recommendations, certificates and reports
 - Organising annual centre membership payments
 - Confirming dates and arrangements for accreditation board meetings
 - Banking centres' documentation including all relevant policies and procedures
 - Monitoring and dealing with complaints and feedback from students and centre staff
 - Carrying out appropriate analysis of centre results tables and identifying course award winners

5. Work with the head of awarding to grow the accreditation scheme and centre approvals process to increase the number of NCTJ-qualified trainees entering the media and related sectors. Develop partnerships with new centres and training providers to deliver NCTJ qualifications and end-point assessments.

6. Liaise with the head of marketing and communications and the marketing and communications manager to promote of the accreditation scheme, centre approvals process and accredited courses.

7. Co-ordinate the work of the accreditation board, including the implementation of policies and procedures, writing papers and minutes and overseeing arrangements for meetings including briefing and supporting the chair.
8. Working with the head of awarding, produce quarterly accreditation reports for the chief executive and the accreditation board.
9. Provide advice, guidance and support for centres, including those working towards accreditation and centre approval.
10. Monitor the quality of training and professional delivery of NCTJ assessments at centres, updating the centre risk log as required and bringing issues to the attention of the head of awarding.
11. Ensure exam spot checks are conducted at all centres annually, update the centre risk log as required and bring issues to the attention of the head of awarding.
12. Support the organisation of the annual Journalism Skills Conference and awards.
13. Support the organisation of the Student Council, including the programme, report writing and participation.
14. Working with the head of awarding, coordinate meetings of the quality assurance and standards committee. Produce and circulate agendas, minutes and the required reports for committee meetings. Ensure agreed actions are implemented.
15. Contribute to the success of other relevant events and courses including the accreditation forums for higher and further education and independent training providers.
16. Ensure the website has up-to-date information about the accreditation scheme, accredited courses and the centre approvals process. Contribute content for the website and help ensure all content is accurate and high quality.
17. Support the quality assurance of NCTJ qualifications and assessments, as appropriate, and help provide a final check on the content of assessment materials, exam reports and Programmes of Study, where required.
18. Support the quality assurance of journalism apprenticeships and, working with the head of qualifications, contribute to the review of NCTJ qualifications, as appropriate.
19. Deputise for the head of awarding in her absence as appropriate.
20. Undertake special projects and represent the NCTJ at external meetings and events as required by the head of awarding and the chief executive.