Consultant Required

Test Development Co-ordinator

We are seeking a qualified and experienced Test Development Co-ordinator to join our ever growing assessment team for Skills for Life qualifications.

LRN is recognised as an awarding body by Ofqual, the qualifications regulator in England. We create qualifications for educational institutes, training providers, schools and employers and have a wide ranging qualification portfolio including our Skills for Life and ESOL International Qualification Suite. All of our qualifications are internally recognised by employers, governments and professional bodies as providing proof of the skills and abilities they are looking for.

LRN is also ISO 27001:2013 approved under "Certification for Provision and Online Verification of Certificates and Awards."

For more information on LRN and our products visit:

http://www.lrnglobal.org
http://www.lrnglobal.org/sitepage1.aspx?pageid=91
https://www.youtube.com/watch?v=4FtwGIO0mzk

Scope of work

LRN initially require this post to cover 1 – 2 days a week (negotiable), on a 3 - 6 month period with extension or re-negotiation possible. Work is mainly home with occasional travel into the office, where required. The scope of work covers the co-ordination of quality item writer teams, item writer training and item writer team co-ordination. Hours of work and duration of post will be reviewed on a regular basis.

Reporting roles

The successful applicant will be required to work on a consultancy basis and will report directly to the Director of Qualification Design and Assessment under the Test Development Unit.

Responsibilities

The successful applicant will:

➢ Work alongside the DQDA as part of qualification commissioning process
➢ Contribute to the item writer training handbook
➢ Play a major role in the delivery of item writer training
➢ Ensure item writers operate to the industry standards set
➢ Ensure item writers operate to deadlines and timeframes
➢ Monitor item writers time sheets
➢ Contribute to the item piloting
➢ Report on a regular basis within the management structure

Knowledge & Experience

The successful applicant will:

➢ Demonstrate proven experience in managing test development teams	E
➢ Have project management experience, including experience in commissioning and budget management	E
➢ Have sound working knowledge of the Adult ESOL Core Curriculum	E
➢ Proven experience in training teams	E
➢ Proven experience in item writing / test development	E

Skills & Qualifications

Applicants must:

➢ Be educated to Master Degree level in a linguistics / linguistics & assessment related qualification – ie. English Language Assessment, Testing & Assessment	E
➢ Be educated to Phd level or undergoing a Phd in a linguistics & assessment related area	D
➢ Be proficient in English	E
➢ Be a team player	E
➢ Be IT literate	E
➢ Have experience of working with web based training	D
➢ Have the ability to work independently and show initiative	E
➢ Be understanding of the requirements of a fast growing organisation	E
➢ Demonstrate flexibility	E

D – Desirable, E – Essential

To apply

Complete an LRN application form and supporting statement of no more than 150 words detailing how your knowledge, experience and qualifications best suite the role to **jobs@lrnglobal.org** You should also state your charges by the hour with consideration of best value for such a role. **Applicants must be based in the UK and eligible to work in the UK.**

Hyperlinks to Linkedin profiles in replacement of CVs and late applications will not be considered.

Closing date: 21st September 2014