

Job Description – Representative Accreditation Programme Design Specialist

Status:	Fixed Term Contract (12 months)
Location:	Leatherhead, Surrey – Hybrid
Reporting to:	Staff Alignment Lead
Department:	Human Resources

About Police Federation of England & Wales

When you join the Police Federation of England and Wales, you will be part of a non-for-profit organisation that serves more than 139,000 rank and file police officers in the political and personal arena. You will work with experts in policing, motivated colleagues, and front-line officers to position the organisation as the undisputed voice of policing.

If you enjoy working in a challenging and complex environment, connecting with a diverse range of people, Police Federation of England & Wales is a great place to work.

Primary Function

- To develop and design a fit for purpose accredited learning journey for PFEW Representatives
 - To establish assessment and learning processes that would provide recognition and / or tiered accreditation framework of knowledge, skills and behaviours of representatives throughout PFEW
 - To develop the PFEW Learning Brand accreditation with key stakeholders, facilitating positive engagement, recognition and future opportunity for expansion and development
 - To support and enhance the development of a learning culture within PFEW to enhance its reputation and credibility
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Key Responsibilities

- Responsible for the design of a thorough (PFEW) career learning and development accreditation programme to upskill representatives at all levels

- Collaborate with the Learning & Development team that design and deliver a range of Federation Representative and HQ courses to support in the creation and delivery of an accreditation framework
 - Engage with internal and external stakeholders to establish and develop requirements and processes, that would lead to recognition of PFEW training delivery
 - Facilitate a broader organisational understanding of learning and assessment requirements
 - Establish a wider recognition of PFEW's learning & development brand with key stakeholders, through the development of processes that will enable positive engagement
 - Undertake other tasks as required by the PFEW that enable organisational learning and accountability
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Key Skills & Experience

- Proven experience of creating learning and development frameworks and assessment delivery to a rigorous standard
- Proven experience of designing and delivering training
- Hold an industry recognised Level 4 Training and Level 3 Assessor qualification or equivalent
- Hold level 6 or above industry recognised Learning & Development qualification or equivalent
- Possess a track record of positive engagement with internal and external key stakeholders
- Experience of working within complex organisations and regulated environment
- Be well organised, possess excellent communication skills and able to build relationships effectively

Desirable Skills & Experience

- Has an understanding of the functions required by representatives and officials within PFEW
 - Previous experience of working with PFEW, associated stakeholders and external bodies
 - Experience in the wider policing landscape
 - Been involved in previous development of similar thorough career progression development programmes
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What PFEW will offer you

We offer multiple benefits to our HQ fixed term contract employees including: flexible working, hybrid working, competitive salary, enhanced leave, employee assistance program, onsite free lunches and refreshments, free onsite gym, free onsite parking, 26 days holiday, mental health clinics, support for continuous professional development, employee discounts and more....

Interview Process

- Telephone Interview with Talent Acquisition Lead
 - Take home assessment
 - Interview with Staff Alignment Lead and CEO
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*Please note that these duties and responsibilities are not exhaustive and may be changed from time to time in line with the reasonable requirements of the Police Federation and as directed by the line manager, on behalf of the Head of Department.