

Job Description

IWFM Direct Assessor



Role Details

Role title	IWFM Direct Assessor
Department	Academy
Reports to	Academy Development Executive
Line manager for	N/A

Vision and Mission

Vision

As the pioneering workplace and facilities management body, our vision is to drive change for the future. To be the trusted voice of a specialist profession recognised, beyond the built environment, for its ability to enable people to transform organisations and their performance.

Mission

We empower professionals to upskill and reach their potential for a rewarding, impactful career. We do this by advancing professional standards, offering guidance and training, developing new insights and sharing best practice.

Role Overview

The IWFM Direct assessor role will work remotely with the Academy team to formally assess learners' online submissions against the IWFM Qualification assessment criteria within the context of the online task questions.

The assessor will need to be able to knowledgeable and competent within facilities management to provide constructive feedback to learners to show where they have demonstrated successful achievement of the assessment criteria or help them understand clearly where they have not met the standards and need to resubmit work.

Key Accountabilities

- To assess learner submissions in line with detailed assessment specification for IWFM qualifications and record results correctly online within a two week period.
- To provide feedback and notify the results to learners directly through the online learning platform
- To notify IWFM of any suspected plagiarism
- To notify IWFM of any identified learners that may be struggling with their current level or who have exceeded the maximum of three submissions per unit
- If requested by the awarding organisation, to take part in standardisation activities (up to twice yearly) to ensure the consistency of assessment and moderation decisions
- Undertake CPD activity to maintain knowledge of assessing to required standards and technical subject knowledge.
- Demonstrate behaviours outlined in the Assessor contract which support IWFM values.

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Professional Qualifications, Accreditations and Experience

- Holds an IWFM or facilities management related qualification at a level 3 or higher AND/OR holds experience working at a management level or higher within facilities management (essential)
- Holds or be working towards an Assessor qualification or training (desirable)
- Has a minimum of 2 years current teaching experience in delivering the qualifications at the level they wish to assess (desirable)
- IQA qualification (desirable)
- Be able to demonstrate excellence in assessing to the IWFM standards.
- Be able to work professionally and co-operatively with other assessors and IWFM staff
- Be able to demonstrate excellent organisational and administrative skills with an ability to meet deadlines.

Technical Skills

- Ability to demonstrate excellence in assessing to defined standards and against assessment criteria
- Ability to provide constructive feedback on assessments without coaching learners to achieve
- Focused on quality, accuracy and attention to detail
- Technically literate with Microsoft Office and video conferencing software (e.g. Teams or Zoom)

Behavioural Skills

- Self-motivated, driven and able to work independently to deadlines
- Communicates with confidence and in a calm and professional manner.
- Supportive and behaves consistently with clear personal values that complement IWFM.
- Open to questions and adaptive to learners' learning styles or backgrounds

Contact us

Any queries about the contents of the job description please contact: HR@iwfm.org.uk

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