

Job Description

IWFM Direct Tutor



Role Details

Role title	IWFM Direct Tutor
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 tutor role will work remotely with the Academy team to support and guide learners during their online studies of the IWFM Qualifications.

The assessor will need to be able to knowledgeable and competent within facilities management as well as experienced in teaching to answer learner enquiries, provide guidance on the various unit topics within the qualification and adjust their approach to suit the different learning styles or backgrounds of learners. The assessor should be able to support and build confidence within learners towards their assessments without bias or providing direct content for the assessment answers.

Key Accountabilities

- To support learners during their online studies by providing advice, guidance and resources:
 - To support a diverse range of learners across various qualification levels with different educational and professional backgrounds and learning styles
 - To answer learner queries and questions on the facilities management and workplace specific and related subject areas
 - To provide or direct learners to appropriate resources
 - To support and guide learners on their assessments without providing direct content for their answers
- 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

Job Description: IWFM Direct Tutor

- 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 Tutor contract which support IWFM values.

Professional Qualifications, Accreditations and Experience

- Has a minimum of 2 years teaching experience (essential)
- Holds an IWFM or facilities management related qualification at a level 5 or higher (essential)
- Holds experience working at a management level or higher within facilities management (essential)
- Holds or be working towards an Assessor qualification or training (desirable)
- IQA qualification (desirable)
- 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

- Knowledge in assessing to defined standards and against assessment criteria
- Coaching and mentoring skills
- 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
- Patient and adaptive when dealing with difficult situations

Contact us

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

IWFM
Charringtons House
1st Floor South
The Causeway
Bishop's Stortford
Hertfordshire CM23 2ER