

British Automatic Fire Sprinkler Association



Job description

Quality & Curriculum Advisor

Hours of Work: *20 hours per week*

Salary: *£26,000 p.a, pro rata*

This post is on a self employed consultancy basis

Key Responsibilities:

- Design quality-assurance systems, develop frameworks, produce documentation and deliver specialist consultancy advice.
- Review candidate information to evaluate eligibility against the agreed entry criteria for programmes.
- Act as a designated advisory contact for candidates, providing guidance and responding to queries relevant to programme progression.
- Monitor learner progression data monthly and identify patterns of inactivity or barriers to progress.
- Proactively initiate contact with inactive candidates to understand reasons for disengagement and provide appropriate guidance to promote re-engagement.
- Provide non-instructional support to candidates to assist them in navigating programme requirements and maintaining steady progress.
- Liaise with tutors and assessors, where appropriate, to ensure the smooth flow of information relating to learner development, quality assurance, and programme requirements.
- Maintain accurate and up-to-date records within the BAFSA e-learning platform and CRM system, in line with agreed project outputs.

Prepare and provide the Head of Centre with a monthly progress summary, highlighting key insights, risks, and recommendations relating to learner activity, quality indicators, and programme development.

The consultant is expected to demonstrate the following competencies and skills in its provision of the services:

- Confident and adaptable communication skills, with the ability to engage effectively with candidates, tutors, assessors, and awarding-body stakeholders.
- A clear commitment to education, training quality and learner development.
- Strong organisational skills and attention to detail, with the ability to manage multiple learner records and programme processes.
- Ability to work collaboratively with BAFSA personnel and external partners while maintaining the independence expected of a consultant.
- A flexible and solution-focused approach, with a willingness to respond positively to change.
- Ability to use initiative when identifying risks, advising on learner progress, and recommending improvements.
- A genuine interest in the fire sprinkler sector and in supporting the development of high-quality training pathways.
- Proficiency in Microsoft Office and the ability to maintain structured documentation.
- Knowledge of assessment protocols, awarding-body requirements, or vocational training frameworks.

Application process:

Please send a CV with a covering email outlining why you wish to be considered for the role to: BAFSA Head of Centre – contact email address: qualifications@BAFSA.org.uk

Closing date for applications: 1st February 2026

About BAFSA

As the UK's leading trade association for the fire sprinkler industry, we advocate for the increased use of automatic fire sprinkler and water based fire suppression systems and work to raise awareness of their role in saving lives and protecting firefighters, property and the environment from fire.

We are dedicated to ensuring that sprinkler systems are installed to the highest professional standards. Our members install more than 85% of the sprinkler and water mist installations in the UK and include a significant majority of third-party

certified sprinkler installers as well as manufacturers; suppliers; contractors; insurers; the fire and rescue services and others with an interest in the field.

Increasingly the association has offered a home to smaller companies just entering the market and now represents a large number of companies offering the installation of domestic and residential fire sprinkler systems. Many of the association's members also design and install water mist systems.

BAFSA offers a range of online and face to face learning programs and qualifications for complete beginners to skilled workers. All learning programs and qualifications are delivered on behalf of BAFSA by appropriately qualified and experienced tutors and assessors.

<https://www.bafsa.org.uk/>

<https://www.bafsa.org.uk/bafsa-training-centre>

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