

Job Description

Job title	Accreditation Coordinator	Grade	D
Department	Membership and Inclusion		
Responsible to	Accreditation and Professional Standards Manager		
Revision Date	April 2025		

Purpose of the job
This role is responsible for the administration of the degree accreditation scheme. This role will focus on supporting and engaging with higher education physics departments to gain and maintain their accredited degree status. The role will deliver reliable, accurate and timely support and build trust in the degree accreditation scheme.
Context of the job
The Membership department is responsible for: • encouraging members to participate in IOP activities • attracting, recruiting, and retaining members at all stages of their career • provision of relevant member services and benefits • provision of professional development and CPD for members • developing and maintaining professional standards • supporting networks of members • degree accreditation and accreditation of company training schemes • annual programme of conferences and the management of events • collection of membership subscriptions. The Accreditation Coordinator is responsible for supporting key elements of the IOP's Royal Charter obligations. Degree accreditation is how the IOP meets the requirements in our Charter to uphold the quality and standards of physics qualifications. Under the Charter the IOP awards the Chartered Physicist professional qualification and degree accreditation sets the educational requirement for this registration. The Accreditation Coordinator is responsible for supporting the accreditation scheme, which develops and maintains standards in physics degree programmes. The role is responsible for the organisation and running of accreditation visits to universities and is the first point of contact for physics departments and accreditation assessors.
Key decision-making in the job
• Acting as the main contact for degree accreditation matters, dealing with a wide range of enquiries from internal and external contacts, including senior university staff • Coordinating degree accreditation visits, committee meetings and network events, and deciding who to prioritise with regard to availability • Ensuring departments and panels have been given the information, support and guidance they need for degree accreditation, and maintaining confidentiality, at all times • Conducting the initial review of degree accreditation applications to ensure all information and supporting documentation is supplied and of an acceptable standard • Keeping informed of issues in higher education and equity, diversity and inclusion to inform and improve policy and procedure in degree accreditation

Accountability of the job	
- The role reports to the Accreditation and Professional Standards Manager, and has no line reports - Authorise expenditure up to £1,000 - Communications with universities requires professionalism and carries an inherent responsibility to be mindful of the IOP's reputation - The role deals with a substantial amount of confidential material	
Organisational chart	
<i>The Institute of Physics is an open and inclusive organisation that welcomes and celebrates diversity.</i> <pre> graph TD CE[Chief Executive] --> H[M] H[M] --> ECM[Events and Conferences Manager] H[M] --> MDM[Membership Development Manager] H[M] --> APSM[Accreditation and Professional Standards Manager] H[M] --> FM[Fellowship Manager] H[M] --> MNM[Member Networks Manager] ECM --> EC[Events Coordinator] ECM --> EO3[Events Organiser (3)] ECM --> SEO[Senior Events Organiser] APSM --> CPD[CPD Manager] APSM --> RM[Registration Manager] APSM --> AO[Accreditation Officer] APSM --> RO2[Registration Officer (2)] APSM --> AC[Accreditation Coordinator] MNM --> MNSO6[Member Networks Support Officers (6)] MNM --> MOM[Member Operations Manager] MOM --> SEOFF[Student Engagement Officer] MOM --> MAO2[Membership Administration Officer (2)] </pre>	
Main responsibilities of the role	
•	Organising, co-ordinating and attending degree accreditation visits and related panel meetings
•	Organising and coordinating a range of events, conferences, training activities and workshops including selecting and booking hotels, venues and restaurants
•	Responding on a daily basis to enquiries from universities, employers, members and prospective members
•	To build and develop degree accreditation resources and networks internally and externally
•	Identifying where improvements to degree accreditation processes can be made
•	Giving administrative support in the development of the Degree Accreditation Scheme and all related processes and documents
•	Supporting the Membership department in contributing to the strategy and the overall IOP strategic aims
•	Updating and maintaining the degree accreditation registers and archives
•	Collating evidence of good practice identified through the degree accreditation scheme

•	Maintaining an awareness of current activities, practices and legislation relating to higher education and equity, diversity and inclusion
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Person Specification

We are looking for someone who...
• Has a drive for results, who can be counted on to meet or exceed goals successfully • Can manage and measure work effectively, taking responsibility for tasks and decisions • Is customer focussed and dedicated to meeting the expectations and requirements of internal and external customers/partners • Has great functional/technical knowledge and skills to do the job at a high level of accomplishment • Is committed to their personal learning, picking up on the need to change personal, interpersonal, and where applicable managerial behaviour quickly
Experience this person should have is...
• Experience in, or good knowledge of, higher education • Experience in, or good knowledge of, professional standards and/or quality assurance • Experience in delivering high level administrative support • Experience in writing for different audiences to a high standard, including technical report writing • Experience in supporting committees or equivalent would be beneficial
Skills this person requires are...
• Team player – the ability to work co-operatively with others to achieve common goals • Negotiation skills – the capability to explore different positions and alternatives to reach outcomes that gain acceptance of all parties • Influencing skills – the ability to bring others to your way of thinking diplomatically • Proactive – to think ahead and act to ensure the smooth completion of team/individual aims and objectives • Dependable – able to complete tasks to high standard and to deadline • Organisational skills – ability to work with minimum supervision, prioritise workload, and handle multiple tasks • Interpersonal skills – ability to positively communicate with others; the confidence to listen and understand • Communication skills – ability to express information clearly and effectively in written and oral form • Computer literate – good working knowledge of Microsoft Office
Qualifications required are...
• No formal qualifications are required – but the postholder will be expected to have proven experience in administration and be able to demonstrate excellence in written communication.