



## Job Specification

**For: Accreditation Coordinator**

Ref: VR/01425

### Job Description

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Location| Brompton Barracks, Chatham, Kent  
Full Time | Occasional Travel Required

Salary | £27,866 per annum

The Royal Engineers CPD Charity is seeking an organised, proactive, and professional individual to join our growing team as an Accreditation Co-ordinator. This is an exciting opportunity to support the development and oversight of accreditation opportunities across the Royal Engineers community. The successful candidate will work closely with Royal Engineers trade schools, awarding bodies, military stakeholders, and partner organisations to support the growth of civilian recognised qualifications and accreditation pathways across the Corps. This role would suit someone with experience within accreditation, education, training, or awarding body environments, who thrives within a fast paced and professional working environment.

### The Role

The Accreditation Co-ordinator will support accreditation related projects and processes across the charity, including research, stakeholder engagement, administration, reporting, and liaison with military establishments and external organisations. The role includes regular communication with trade schools, awarding organisations, military personnel, and partner organisations, alongside maintaining accurate records and supporting qualification development opportunities. Due to the collaborative nature and small size of the charity team, the successful candidate will also support wider organisational activities and ad hoc projects, including communications support, digital content, presentations, events, media activity, and wider operational initiatives where required. Occasional travel across the UK to military establishments and trade schools will be required.

### Key Responsibilities

- Support the development of accreditation opportunities across Royal Engineers trade groups
- Liaise with trade schools, military establishments, awarding bodies, and external stakeholders
- Support accreditation projects and qualification pathways

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- Maintain accurate digital records, spreadsheets, databases, and reporting systems
- Coordinate meetings, visits, presentations, and stakeholder engagement activities
- Produce professional correspondence, reports, and briefing documents
- Support communications, presentations, events, and wider organisational projects
- Assist with improving digital systems and working practices
- Represent the charity professionally during meetings, visits, and events

### Essential Criteria

- Experience within accreditation, qualifications, education, training, or awarding body environments
- Strong understanding of qualification frameworks and accreditation processes
- Excellent administration and organisational skills
- Strong IT skills, including Microsoft Office, particularly Excel, Word, Outlook, and Teams
- Excellent written and verbal communication skills
- Ability to manage multiple priorities within a fast-paced environment
- Confident working independently and as part of a team
- Willingness to travel across the UK
- Full UK driving licence
- Professional, adaptable, and proactive approach

### Desirable Criteria

- Knowledge or understanding of the British Army or Royal Engineers
- Experience within military, charity, education, or training environments
- Experience working with awarding organisations
- Understanding of Continuous Personal Development (CPD) pathways
- Current or former member of the Armed Forces community

### What We Offer

- Opportunities for professional development and growth
- A varied and rewarding role within a professional charity environment
- Supportive and collaborative team culture
- Access to onsite gym, MOD food and convenience facilities, and free onsite parking

### Equal Opportunities

The Royal Engineers CPD Charity is committed to creating an inclusive and supportive working environment where everyone is treated fairly and with respect. We welcome applications from individuals of all backgrounds and experiences,

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particularly those with transferable skills that align with our key objective of supporting Continuous Personal Development across the Royal Engineers community. We are particularly interested in hearing from current or former members of the Armed Forces community, including Royal Engineer Reserve soldiers.

### **Safeguarding and Professional Standards**

The Royal Engineers CPD Charity is committed to maintaining a professional, safe, and respectful working environment. Successful applicants will be required to undertake relevant pre-employment checks, including right to work verification and reference checks, and must demonstrate professionalism, discretion, and the ability to work within a military environment.

Compiled by : **Fiona Louch**  
Compiled on : **05/15/26**

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