

**Job Title:** Independent End-Point Assessor (Procurement)  
**Location:** Remote

VTCT is the UK's market-leading specialist vocational and technical Awarding Organisation (AO) and End-Point Assessment Organisation (EPAO) for the personal services and well-being sector, with a number of qualifications in sports therapy, fitness, and learning and development and looking to increase our product line even further. You can find out more [here](#).

The Independent End-Point Assessor is a zero-hours work that can fit around you, your life and your schedule. Workload will be subject to the needs of the business around your area although with over 120,000 learners and apprentices this is an ongoing opportunity for those with a passion in the area of their specialisation. This is a vital part of our academic process supporting the examination and end-point assessment process for the courses we provide to centres.

**Benefits:**

- Retail discount offers
- Flexibility to work around your schedule
- Wellbeing initiatives and support
- Emphasis on a positive work/life balance
- Holiday paid as you work allowing you to take time off when you want
- On the job training with using mark schemes and matrix.

**Principal responsibilities:**

- To conduct End-point Assessments in the UK
- Liaising with Centres with regards to the EPA visit
- To respond to booking requests
- Completing EPA reports within the required timeframe
- To report any centre concerns in accordance with VTCT's rules and regulations
- Undertaking Continued Professional Development in relation to commercial procurement and supply, as well as an EPAO standardisation events and training as required

**Essential Criteria**

- Excellent communication, presentation and interpersonal skills
- Be a qualified member of the Chartered Institute of Procurement and Supply (CIPS) or relevant equivalent
- 6 years current, hands-on experience of working in Procurement
- Holding or working towards an assessor qualification
- Evidence of Continuous Professional Development
- No conflict of interest in relation to this role.

Applicants that cover the essential criteria and requirements of the roles will be contacted to ensure you understand the role requirements before you are invited to interview. If you would like more information before you apply please email [recruitment@vtct.org.uk](mailto:recruitment@vtct.org.uk). Alternatively, please provide your details in our [online form](#) to apply, please state which role you are applying for on the form.