



Title:	Qualifications Tutor
Contract type:	Full Time Permanent
Location:	Flexible Home based or London Head Office based (Head Office base staff are required to attend the office at least 2 days per week). Some travel will be required.
Hours:	35 hours per week
Starting Salary:	£38,655 - £46,643 depending on experience and location

1. Introduction

Thank you for your interest in this post. This pack will give you some more information about the role and how you can apply. Please feel free to contact us if anything is not clear or you have further questions.

Homeless Link is the national membership charity for frontline homelessness agencies and the wider housing with health, care and support sector in England. With more than 750 members, we work to improve services and campaign for policy change that will help end homelessness and ensure that everyone has a place to call home and the support they need to keep it.

We provide specialist learning and development services to help staff working in homelessness to focus on their personal development or unlock change. This includes qualifications, group training and leadership programmes. Through this, we aim to create a high-performing homelessness workforce with the skills, knowledge and behaviours to provide professional, consistent support to people experiencing homelessness.

This role will allow us to have an in-house Qualifications Tutor who will teach and assess a suite of level 3 qualifications, to help us elevate professional standards across the sector.

This is a full-time, permanent post and will sit within Homeless Link's National Workforce Development Team based in London, but the post is flexible and home working will be accepted. There will be some travel required but limited.

We are actively seeking to increase diversity within our organisation and would greatly welcome applications from people with lived experience of homelessness, from a black or minority ethnic background and/or with a disability.

Thank you for your interest, and I look forward to receiving your application.

Kate Alaway
Head of National Workforce Development

1. Job Profile

Role Description

PURPOSE

We are an approved centre to deliver qualifications to the homelessness and housing sectors. We currently provide a suite of specialist homelessness qualifications to help staff working in frontline services to focus on their personal development, elevate their professional standards and be recognised for their expertise.

We are looking to grow this portfolio of qualifications to enable broad, accessible pathways for all learners, at every organisational level, to progress and succeed.

To support us with this, we are looking to appoint an in-house Qualifications Tutor who will teach and assess across the Level 3 qualifications, taking responsibility for cohorts of learners. The role will also support the development of new sector qualifications and be responsible for updating course materials and developing supporting e-learning modules and L&D materials to help learners embed the learning.

ACCOUNTABILITY

The post holder is a member of the National Workforce Development Team and will report to the Senior Qualifications Manager.

LOCATION

The post can be office or home based but will be required to attend meetings in London each month. You will be required to travel on occasion across England.

RESPONSIBILITIES

Qualification delivery

- Responsibility for delivering a suite of L3 homelessness qualifications
- To act as the first point of contact for cohorts of learners
- Delivery of teaching materials against each qualification's specified learning outcomes
- Assessment of learners' work to check for compliance with each qualification's specified assessment criteria
- Delivery of learning support to cohorts of learners via group, email and 1-1 support
- Provision of internal quality assurance support to the team
- To work closely with a pool of external Tutors and Assessors, ensuring a consistent level of teaching and standardised assessments.

Qualification development

- To take the lead in developing and implementing an approach of content review and update in response to emerging practice or policy
- Develop e-learning modules and supporting learning and development materials to help embed learning.

- Support the development of the centre's assessment methodology
- Support the development of new qualifications; working with the homelessness sector to scope learning outcomes and assessment criteria

General

- Roles and objectives in Homeless Link may change. All members of staff are expected to be prepared to work flexibly in response to changing business needs
- All members of staff are expected to undertake any other responsibilities or tasks that are consistent with their role and/or reasonably required by the Chief Executive
- All members of staff are required to operate in accordance with Homeless Link's values, policies and procedures

Person specification

QUALIFICATIONS AND SPECIALIST KNOWLEDGE FOR THE ROLE

Essential

- Recognised level 3 Teaching qualification, e.g. L3 Award in Education and Training (or equivalent PTLLS) or 12 months' teaching experience
- An assessors qualification, for example, Assessors Awards, A1/2 Awards/units or D32/33
- Knowledge and understanding of qualifications and assessments.
- Understanding of the needs of individuals experiencing homelessness and of voluntary organisations and local authorities providing services to them
- Excellent communication, networking and presentation skills
- Effective project management skills with the ability to prioritise and manage deadlines and work across multiple workstreams at the same time.
- Keen attention to detail

Desirable

- An understanding of Homelessness legislation and policy
- Understanding of staff development

EXPERIENCE AND TRACK RECORD

Essential

- A minimum of 2 years work experience in a homelessness or housing related organisation at officer level or above, for example, homelessness charity, local authority, supported accommodation organisation
- Experience of either developing qualifications and assessments or delivering, assessing or quality assuring regulated qualifications
- Experience in a customer-facing role, building and maintaining successful customer relationships

Desirable

- Experience working for a regulated Awarding Body or within the education sector.
- Experience of working for a third sector organisation

GENERAL REQUIREMENTS FOR ROLES AT HOMELESS LINK

Essential

- Willingness and ability to work outside normal office hours.
- Willingness and ability to operate in accordance with the values and policies of Homeless Link.
- Willingness and ability to work flexibly in response to changing organisational requirements.
- Commitment to bring into the work the views, needs and voices of people with direct experience of homelessness.

Desirable

- A sound understanding of the causes, consequences and solutions to homelessness based on direct experience.

Key Competencies

Summary of Core Competencies

<p>Personal Contribution</p> <p>Personal Effectiveness: Demonstrating effective working practices, striving to deliver high performance</p> <p>Effective Communication: Demonstrates ability to communicate concisely, accurately and persuasively verbally and in writing with a range of audiences</p>	<p>Working with Others</p> <p>Teamwork: Working cooperatively, building and nurturing strong relationships within and outside the organisation.</p> <p>Stakeholder Focus: Identifying, understanding and striving to exceed the needs of all stakeholders.</p>	<p>Organisational Contribution</p> <p>Resource and Project Management: Achieving results through efficient and effective management of projects and resources.</p> <p>Entrepreneurial and Innovative Thinking: Generating and developing imaginative and innovative solutions and opportunities.</p>
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Role or Grade specific competencies

<p>Expert/Technical Knowledge: Demonstrating best use of required knowledge in specified field ensuring continuous learning and development.</p>		
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Explanation of terms used

- **Role description:** gives details of the duties of the post. Use this as a guide to decide whether you think the job would suit you.
- **Person specification:** lists the criteria, which will be used to assess your application and covers the qualifications, specialist knowledge, experience, and track record that we are looking for.
- **Key competencies:** these are for your information. We will look for evidence of all these during the interview and testing stage if you are shortlisted.

Employee Benefits

Salary Scales for Qualifications Tutor

Hybrid (Head Office min 2 days per week): £43,090
Remote (Home based): £38,665

Pay review pending (1st April 2026)

It is our policy to appoint at the first point of the salary scale.

[For more information about working at Homeless Link follow this link to our website](#)

2. How to apply

Sending in your application

Please provide your CV with a covering letter explaining how you will meet the requirements in the person specification, along with the online [EDI monitoring form](#) and email to: recruitment@homelesslink.org.uk.

The closing date is on **Monday 11th May at 5.00pm** Applications received after the published closing date will not be considered.

We plan to hold in-person interviews at our Head Office on **Thursday 21st May 2026**

For any queries about the post, please email recruitment@homelesslink.org.uk

Supporting people with disabilities

Homeless Link is committed to improving its employment opportunities for people with disabilities. Please let us know if you require support, modifications, adjustments, or special equipment to assist you with the recruitment process. We will contact you to discuss your requirements further.

Supporting people with experience of homelessness

As part of Homeless Link's commitment to support people with experience of homelessness, we have committed to giving feedback to applicants who have experience of homelessness.