

UKROEd ROLE PROFILE

External Assessor

JOB TITLE:	External Assessor
RESPONSIBLE TO:	National Quality Programme Manager
LOCATION:	National
HOURS	Variable depending on frequency of assessment
SALARY	Varies on assessment type - £80-161 + expenses
CLOSING DATE	Sunday 29 th March 2026
TO APPLY	Email CV and Covering Letter detailing your suitability for the position to recruitment@ukroed.org.uk
VETTING REQUIRED	None-Police Personnel Vetting (NPPV Level 2)
DRIVING REQUIREMENT	A valid driving license and access to a vehicle is essential (travel expenses will be reimbursed)

About UKROEd

UKROEd Ltd is a private, not-for-profit company responsible for the delivery, management and administration of the National Driver Offender Retraining Scheme (NDORS) on behalf of the Police service. It is the operating company of the Road Safety Trust and is committed to the education and training of drivers who commit low level traffic offences.

UKROEd values and respects each individual employee, client and customer and is committed to promoting equal opportunities throughout its workforce. As such, all relevant applicants will receive consideration for employment without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Overview of the role

To achieve our purpose, we are now increasing our national team of External Assessors. External Assessors will carry out a range of quality assurance activities to support the National Quality Programme Manager, the Senior Assessor and the wider UKROEd team. The roles are offered on a self-employed freelance basis. The frequency of assessments will vary across the year according to quality assurance needs.

To remain active as an assessor you should be prepared to undertake at least 4 assessments per month. As assessors are recruited based on their geographical location it is expected that you will conduct both online and in person assessments to meet the NDOR scheme demands.

Location

We are currently recruiting to provide cover for in person assessment activity across the following regions/areas:

- Sussex/South coast
- Norfolk/Suffolk
- Northern Ireland

Whilst we welcome all applications please be mindful that we primarily require cover for these areas.

Please note that None-Police Personnel Vetting (Level 2) will be completed on successful candidates, with the appointment dependant on the satisfactory completion and maintenance of the vetting status.

Principal Duties and Responsibilities

1.	Carry out scheduled licence assessments of Trainers, both online and in person environments.
2.	Be able to apply the national standards of the full range of UKROEd courses to the assessment process.
3.	Make objective and standardised assessment decisions.
4.	Provide professional feedback to Trainers, both verbally and in writing.
5.	Be proficient in the use of a range of software applications and be able to grasp the use of bespoke software.
6.	Be able to manage own workload and plan work in an efficient manner.
7.	Actively maintain own knowledge and engage in continuous professional development.
8.	Support UKROEd's sampling strategy through a range of activities.
9.	Ensure relevant documents are up-to-date, accurate, reliable and timely.
10.	To support stakeholders when required and as requested by the National Quality Programme Manager.
11.	To work independently but also as a team.
12.	To attend regular in person and online standardisation meetings.

UKROEd Person Specification

Job Related Knowledge	<p>Essential</p> <ul style="list-style-type: none"> Actively maintain own knowledge and engage in continuous professional development. <p>Desirable</p> <ul style="list-style-type: none"> To have knowledge of the NDOR Scheme.
Experience	<p>Essential</p> <ul style="list-style-type: none"> Experience delivering quality assurance activity. Experience providing written and verbal feedback. <p>Desirable</p> <ul style="list-style-type: none"> Experience in training delivery in a high compliance setting.
Skills and Aptitudes	<p>Essential</p> <ul style="list-style-type: none"> Excellent interpersonal skills. The ability to communicate clearly and accurately in plain language, both verbally and in writing. Provide professional feedback to Trainers and stakeholders, both verbally and in writing. The ability to work professionally as a team as well as an individual. <p>Desirable</p> <ul style="list-style-type: none"> Be proficient in the use of a range of software applications and be able to grasp the use of bespoke software. In particular different online training delivery platforms (i.e. Teams, Zoom)
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> A nationally recognised qualification in delivering teaching or training. If the candidate does not have a qualification, they must be willing to undertake it within the first 6 months. A nationally recognised Assessor qualification. If the candidate does not hold this qualification, they must be willing to undertake it within the first 12 months. <p>Desirable</p> <ul style="list-style-type: none"> A nationally recognised Internal Quality Assurance qualification.