



Membership Quality Specialist

Role: Membership Quality Specialist

Location: Remote first role with the opportunity to work flexibly from home, providing it is within the UK.

Job type: 12-month fixed term contract, 0.5 FTE

Hours: 17.5 hours per week, with flexibility around how hours are worked.

Band: 5

Salary: £41,310 - £52,020, pro rata, per annum, dependent upon knowledge, skills and experience, plus excellent benefits

Closing date: 31 October 2026

Join QAA

QAA is the UK's independent quality body for tertiary education. Our purpose is to ensure that students and learners experience the highest possible quality of education.

We are the UK's authority on quality and standards, acting as custodian on behalf of the sector of reference points including the UK Quality Code for Higher Education, Subject Benchmark Statements, and the Frameworks for Higher Education Qualifications.

We work with governments, funding bodies and education providers across the UK and internationally to support and enhance quality and standards. In Scotland, Wales and Northern Ireland, we work collaboratively with the sector to meet the needs of each nation. In England, our membership programme provides resources and support to strategic leads, quality specialists and students and learners alike.

Internationally, we are recognised as one of the world's leading quality bodies, supporting the reputation and reach of UK tertiary education through global partnerships and transnational education.

About the role

As Membership Quality Specialist, you will use your expertise in higher education quality and standards to develop and deliver valuable services and resources for QAA members in the UK and internationally. You will contribute to quality enhancement projects, policy analysis and briefings, and deliver engaging

workshops, webinars and events that respond to the needs of the sector. You will also lead the delivery of QAA's International Insights Membership offer and represent QAA with members, sector bodies and other stakeholders.

This is a part-time (0.5 FTE, working 17.5 hours per week), 12-month fixed-term contract and is being offered as a job-share opportunity with an existing QAA colleague.

About you

You will have experience of quality assurance and enhancement in higher education, with a strong understanding of the UK higher education sector and the policy and reference points that shape quality and standards. You will be confident developing engaging resources, producing clear analysis and briefings, and delivering training, presentations or events for different audiences. You will be an excellent communicator with strong analytical and organisational skills, able to build effective relationships with members and stakeholders and work confidently across a range of projects.

Working at QAA

We are a UK based remote first agency built on trust and flexibility, where we focus on outcomes rather than location. This supports strong delivery, collaboration and colleague wellbeing.

While most work is carried out remotely, there are occasional opportunities to come together in person for collaboration, engagement or specific activities where this adds value.

Application process

The closing date for applications is 31 October 2026 so please do not hesitate to apply. Please do not hesitate to apply.

More information about the role can be found in the job description. If you would like more information in advance of applying please contact careers@qaa.ac.uk

To apply, please create a profile on our recruitment portal and submit your CV and a covering letter outlining your relevant experience and interest in the role. Only applications which include a CV and a cover letter will be considered.

Recruitment process

If you're shortlisted, we'll invite you to the next stage of our recruitment process.

This will typically include a remote interview via Microsoft Teams.

We will provide full details in advance so you know what to expect and have time to prepare.

Our commitment to inclusion

QAA is committed to equity, diversity and inclusion and values the contribution that people from different backgrounds, experiences and perspectives bring.

We aim to create an environment where everyone feels respected, able to be themselves and supported to contribute and achieve their best. No matter what their identity or background.

We are committed to ensuring an accessible and fair recruitment process. If you require any reasonable adjustments to participate in any part of the recruitment process, please contact us at careers@qaa.ac.uk so we can support your needs.

If you have not heard from QAA within three weeks of the closing date please assume your application has not been successful on this occasion. Due to the volume of applications, we are unable to provide individual feedback.