

JOB DESCRIPTION

JOB TITLE: Associate Lecturer - Counter Fraud Masterclasses

ROLE OVERVIEW

Job Title: Associate Lecturer

Grade: Associate Lecturer

Faculty: Professional & Adult Learning

Location: on site Exeter

Responsible to: Head of Faculty/Director of Adult Learning

Key Role Objectives

As Associate Lecturer with experience in Counter Fraud you will deliver masterclasses to Level 4 Counter Fraud Apprenticeship adult learners around your specific area of expertise. You will be working with a small team of lecturers who coordinate the programme. Delivery is in person and on teams, though in person is preferred.

Main Responsibilities:

1. Deliver masterclasses which covers the knowledge, skills and behaviours of the Apprenticeship Standard.
2. Plan & deliver of sessions in accordance with above.
3. Deliver face to face and online teaching in accordance with the planned delivery.
4. Work with the programme skills officer to ensure learners are making progress and on track.
5. Ensure that learner needs are supported.
6. Proactively maintain own CPD.

Mandatory Duties:

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in college.
2. Commitment to equal opportunities.
3. Commitment to British Values and the Prevent Agenda.

Additional Duties:

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area.

This job description is current at the review date. In consultation with the post holder, it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

Reviewed: September 2026

Person Specification

JOB TITLE: Associate Lecturer

Assessment Criteria

- Evaluated on application form (A) and/or interview (I)

Experience

Essential Criteria:

- Knowledge of / experience of Counter Fraud – this is likely to be through direct experience in a police or other counter fraud role (A/I)
- Working as part of a team (A/I)

Desirable Criteria:

- Working in a training and/or teaching role (A/I)
- Writing and developing training for educational providers and organisations (A/I)

Skills and Abilities

Essential Criteria:

- Excellent communication skills (at all levels) (A/I)
- Excellent organisational and administrative skills (A/I)
- Attention to detail (A/I)
- Ability to inspire and motivate others (A/I)
- IT literate – use of Microsoft Office (Word, Excel, Access, PowerPoint, Teams) (A/I)

Desirable Criteria:

- Knowledge of apprenticeships and EPA process (A/I)

Personal Qualities

Essential Criteria:

- Enthusiasm, energy and drive (A/I)
- Collaborative team player (A/I)
- Emotional intelligence (A/I)

Qualifications

Essential Criteria:

- Counter Fraud accredited qualification (A/I)

Desirable Criteria:

- Post Graduate Teaching qualification (A/I)

- Master's level qualification (A/I)

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College (I)
- Commitment to equal opportunities (I)
- Commitment to British Values and the Prevent Agenda (I)

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.