

**FAB**

Federation of  
Awarding Bodies

 **TPP**  
Recruitment

**AWARDING ORGANISATION  
SALARY SURVEY 2017**

in partnership with the Federation of Awarding Bodies



## Contents

Introduction	3
What's Happening to AO Salaries?	4
Salary by Gender	5
Team Size	6
Responsible Officer	6
Entering Awarding Organisations & Departments	7
Training & Development	8
Incentives	9-10
Job Search	11
Average Salary Data Tables	12-13
Methodology	14
Our Divisions	14
Contact	15

## Introduction

Welcome to our second annual Awarding Organisation (AO) salary, rewards and retention survey for AO professionals. TPP Recruitment have compiled this report in partnership with the Federation of Awarding Bodies (FAB). We have surveyed our networks and used data recorded over the last year.

This report aims to benchmark salaries across the sector. This allows employees to compare their salary against the average and gives employers a standard when budgeting for new roles.

If you are interested in events relating to the AO sector, visit the [seminar and events page](#) on our website.



- Jayne Morris, CEO

## About Us

TPP Recruitment is a UK wide recruitment consultancy specialising in staffing the not for profit, public and private health and social care sectors.

We are dedicated to supporting organisations, such as charities, professional membership bodies and cultural institutions, as well as education, health and social care providers.

The TPP Education & Training team specialise in recruiting for Awarding Organisations and Professional Bodies at all levels from Administrator to Director. We advise on and manage the recruitment of staff in areas such as qualification, assessment and product development, quality assurance, examinations, E-learning and E-assessment, apprenticeships and EPAs as well as specialist projects.

At TPP, we strongly believe that the best recruiters are those who genuinely care about what they do. We use our experience, specialist knowledge of our markets and company principles to provide an exceptional service to both employers and jobseekers.

Our 50+ strong team are dedicated to supporting public sectors and not for profit organisations of all shapes and sizes across the following sectors and functions:

Charities / Education / Health & Social Care / Awarding Bodies / Professional Membership / Cultural Institutions

## About FAB

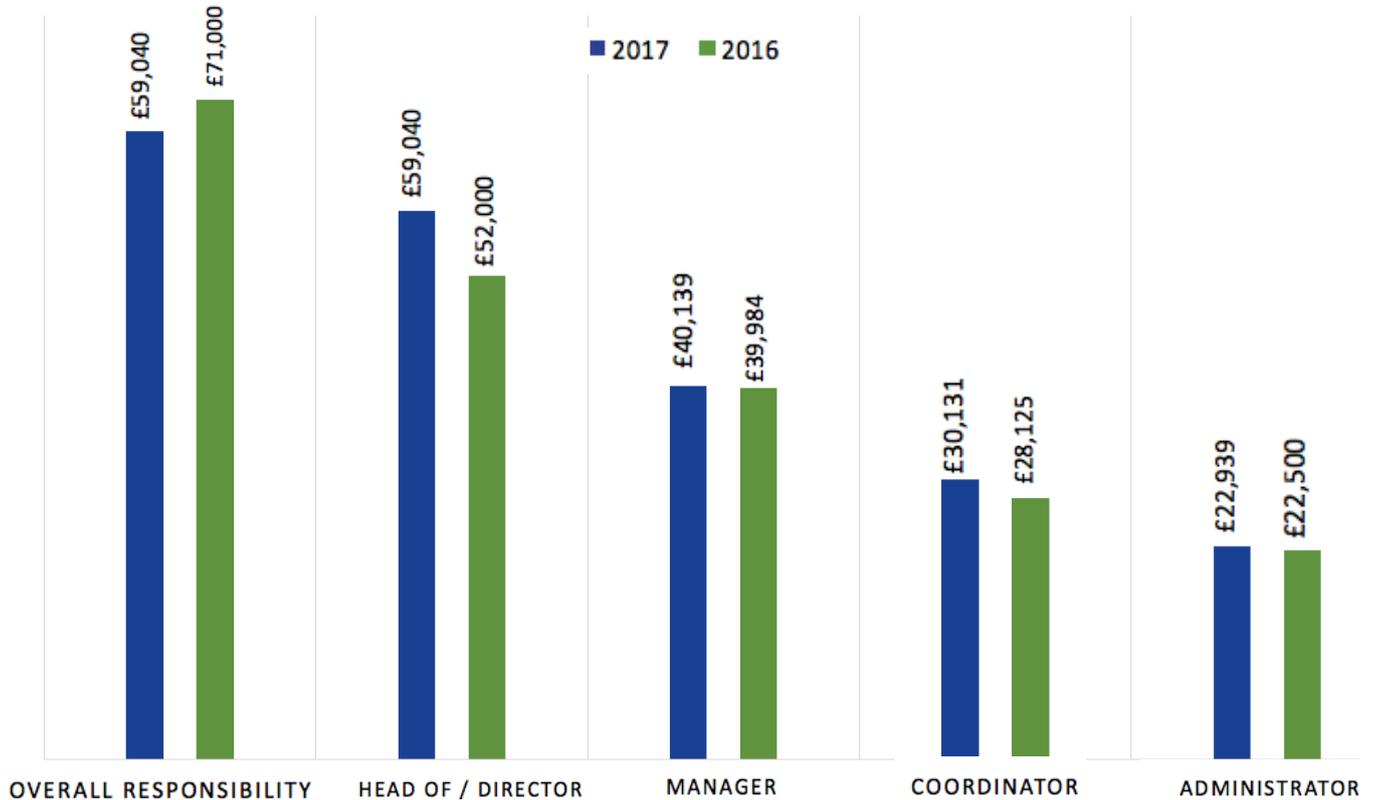
FAB is the trade association for awarding bodies in the UK. They liaise with key stakeholders, including government departments, regulators and funding agencies to represent the interests of over 150 members.

They provide information, advice and guidance to their members to support them in providing high quality and valued qualifications.

## What's Happening to Awarding Organisation Salaries?

Overall, the average salary has increased slightly on 2016. The chart comparison below shows the average salary by job level over the past year.

### Average Salary by Job Level



This report will explore 2017 responses, some of which are summarised below.

On average there is a 66% pay gap between the highest and lowest paid roles

Professionals at the Head of / Director level have seen the largest salary increase

Entry level Administrator roles have had the lowest salary increase, if any at all

Salaries in regional areas are on the increase, matching or surpassing those in London

Females are paid 4% less than men

71% have a flexible hours agreement

On average 30% of organisations offer 2 training days per year

AO professionals in for profit organisations make 7% more than not for profit organisations

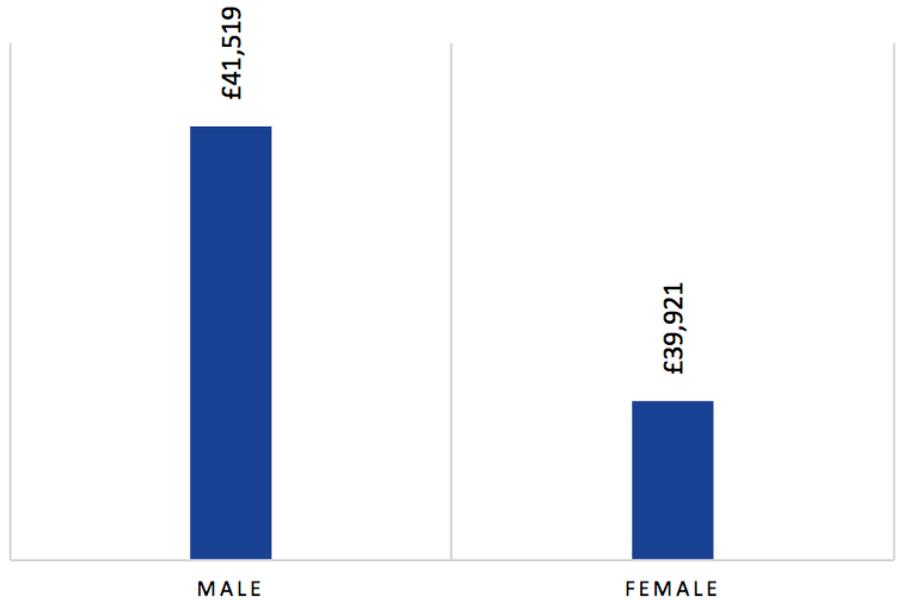
62% of AO professionals would like more training

*\*This year's survey titles have been condensed for comparison purposes*

## Salary by Gender

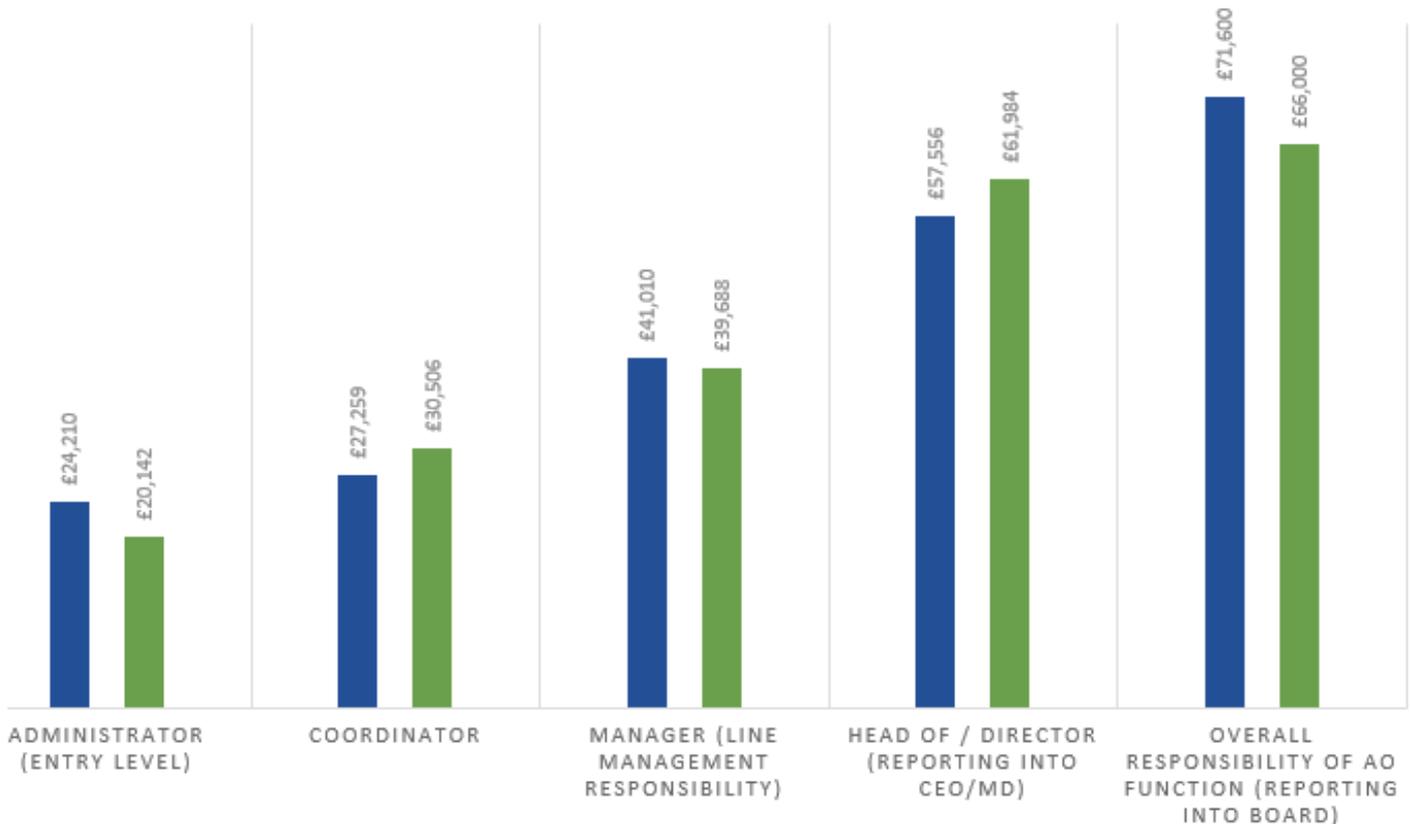
On average, females are still earning less than men in the AO sector.

There is a 4% pay gap between males and females, as illustrated to the right.



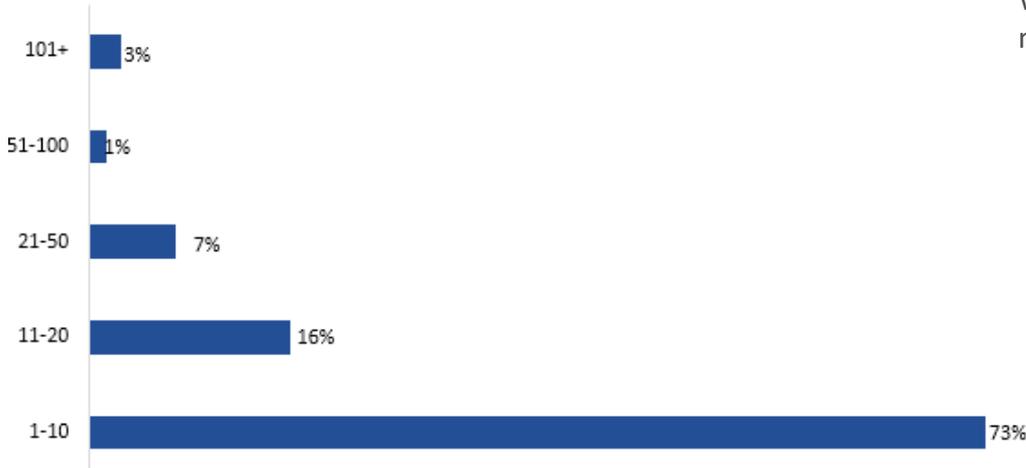
## Salary by Gender and Job Seniority

■ Female ■ Male



The averages for Administrator level roles and Head of / Director roles between male and female has remained the same since 2016. The pay gap between male and female for managerial roles has decreased since 2016. Females earn more than males with roles that hold Overall Responsibility.

## Team Size



We asked respondents how many members of staff are in their team.

The majority of AO professionals (73%) are in small teams of less than 10 people

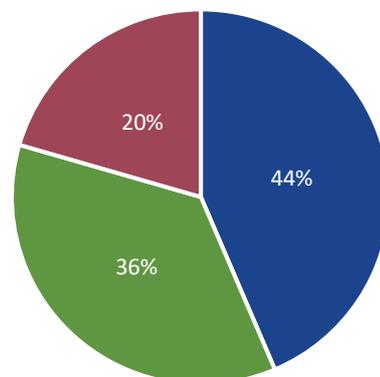
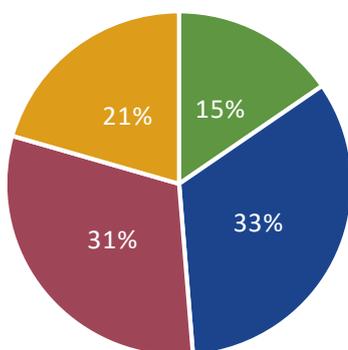


## Responsible Officer

The role of Responsible Officer is to ensure a level of quality is maintained through regulatory and statutory audits. This role often includes a monetary incentive, either through a marginally higher salary or a supplementary payment.

This figure has dropped from 20% in 2016 to 14% this year

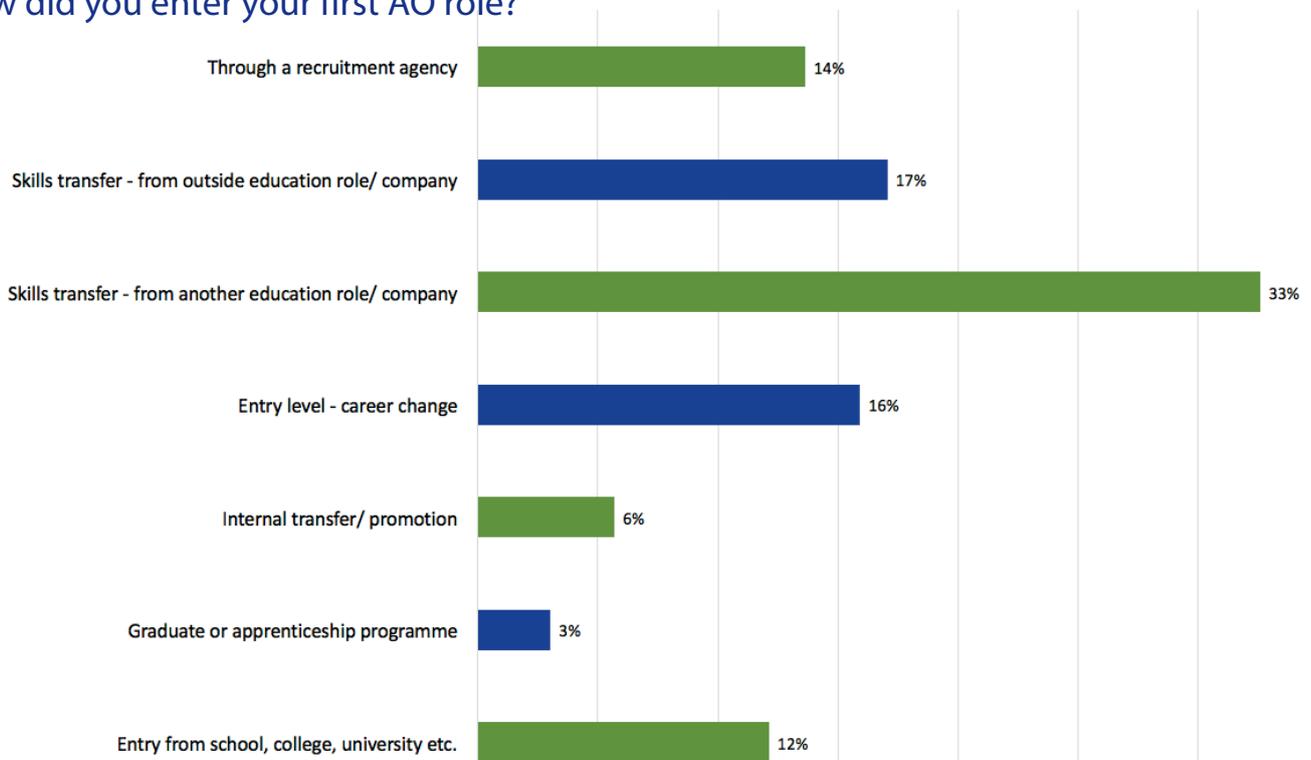
The two graphs below illustrate the role of Responsible Officer by job function and by job level.



- Coordinator
- Manager (Line Management responsibility)
- Head of / Director (reporting into CEO/MD)
- Overall Responsibility of AO function (reporting into Board)
- Qualifications / Product Development / Assessment Development
- Quality Assurance
- Senior Management Team or Director

## Entering Awarding Organisations

How did you enter your first AO role?



We asked respondents how they entered their first AO role. Results were varied with the most common being skills transfer from another education role or company. Graduate or Apprenticeship programme is the least popular, just behind internal transfer promotion.

What area do you work in?



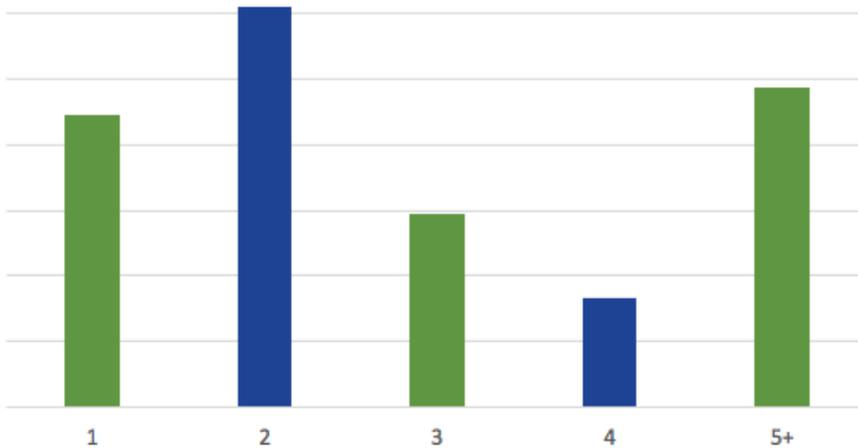
The most common area / department that our respondents worked within was Qualifications / Product and Assessment Development. Followed by Quality Assurance. Professionals that chose the option “other” worked in areas such as operations, finance, IT, and marketing.

Our Education Team has commented:

*“There has been an increase in qualifications and assessment development roles as restructures have happened in order to focus on the rise in the apprenticeship market.”*

## Training & Development

### Training days per year



We asked how many training days are received a year. The average response was two, but a very large number of respondents receive over five training days annually.

62% of respondents said they would like more training, whilst the others were happy with the amount they currently receive.

### Desired areas of training



The most popular areas that AO professionals would like training in are listed to the left. There is no definitive most popular area as they all received equal popularity.

## Incentives - Most Desired vs Received

We asked which benefits professionals would like to receive from their employers and what they currently receive. The top three were equally popular with a slight change from 2016.



### Flexible hours

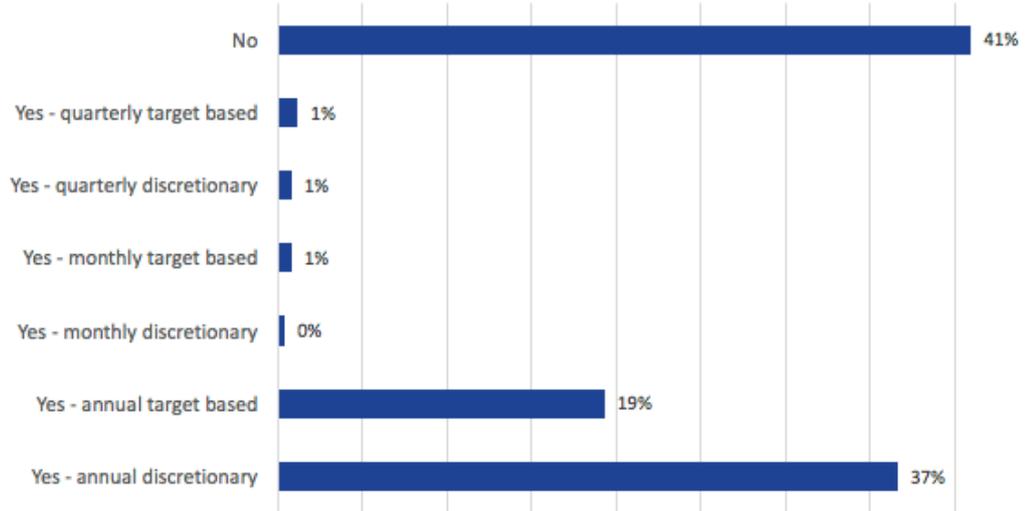
Flexible hours was the benefit valued the most and 55% of respondents work flexibly. Below demonstrates the different types of flexible hours granted.



## Bonus Schemes

Bonus schemes were also amongst the most valued benefits, yet 41% don't receive any form of bonus.

Within the 59% that do receive a bonus, they are most commonly annual either discretionary (37%) or target based (19%).

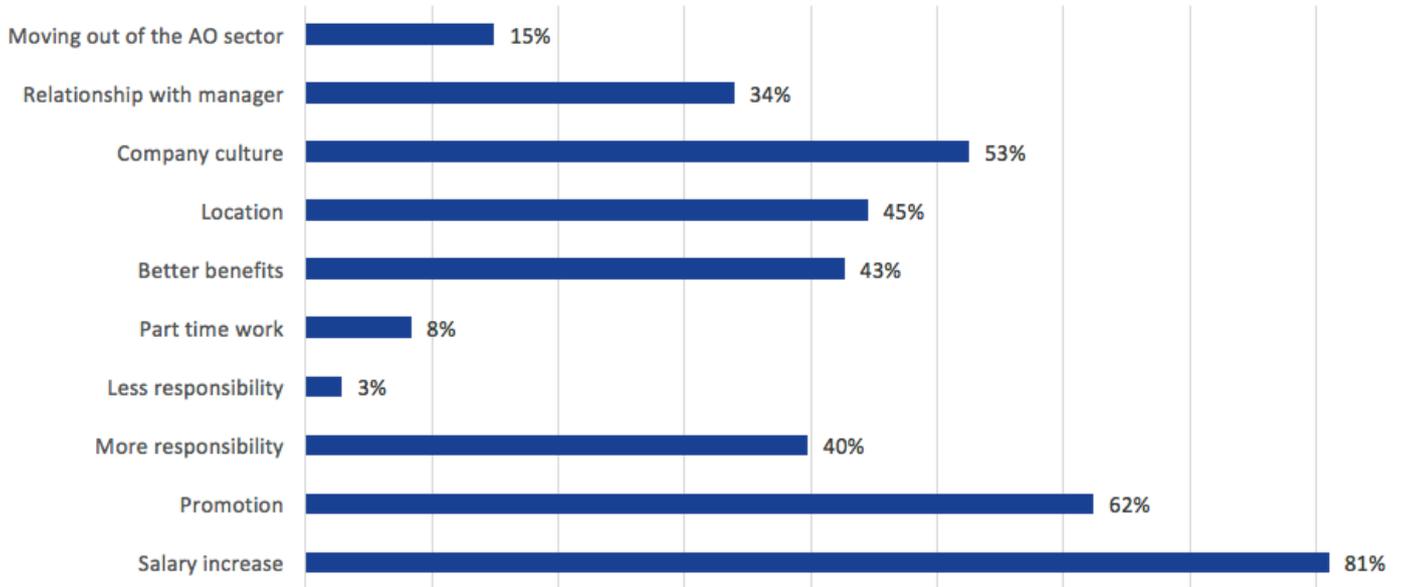


Out of the 59% of AO professionals that do receive bonuses, not for profit organisations are the biggest contributors at 72%.



## Job Search

What factors would motivate you to move to a new role?

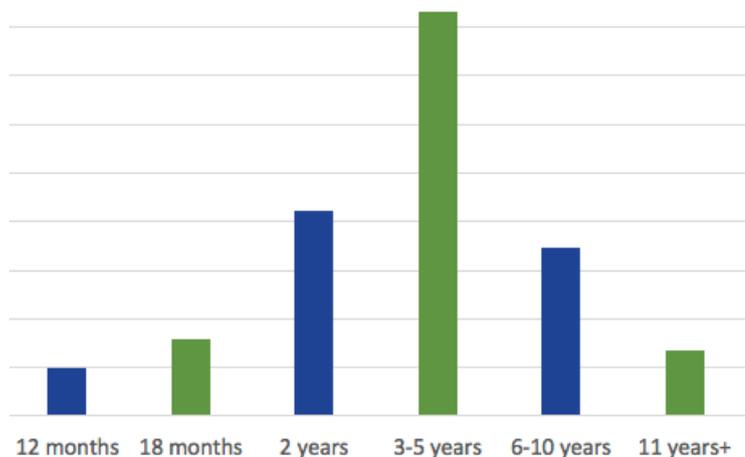


We asked respondents what factors would motivate them to move to a new role, they were allowed to choose more than one option. The most popular answer was salary increase, followed by a promotion and company culture.

Having less responsibility and part time working hours were not key factors of motivation when moving into a new role for AO professionals.

## Average time spent in role before moving on

The most common average time spent in a role before moving on is between two and ten years peaking at a middle ground of three to five years.



**Average number of AOs people have worked for: 1-2**  
**Average number of years working in the AO sector: 8 years**  
**Average number of years in current org: 6 years**  
**Average number of years in current role: 3 years**

## Average Salary Data Tables

Level	Average Salaries	
	2017 Average	2016 Average
Overall responsibility of the AO function	£67,527	£64,452
Head of/ Director	£59,040	£50,912
Manager	£40,139	£44,599
Coordinator	£30,131	£26,873
Administrator	£22,939	£21,847

	Gender					
	Administrator	Coordinator	Manager	Head of / Director	Overall responsibility	Grand Total
Female	£24,210	£27,259	£41,101	£57,556	£71,600	£39,921
Male	£20,142	£30,506	£39,688	£61,984	£66,000	£41,519
<b>Total</b>	<b>£22,939</b>	<b>£30,131</b>	<b>£40,139</b>	<b>£59,040</b>	<b>£67,527</b>	<b>£40,408</b>

	Location of organisation					
	Administrator	Coordinator	Manager	Head of / Director	Overall responsibility	Grand Total
London/ Greater London	£24,500	£33,142	£41,339	£57,319	£75,000	£41,209
Midlands	£7,200	£26,685	£48,027	£46,950	£68,500	£41,493
North East & Yorkshire	£23,911	£31,119	£36,451	£78,800	£54,333	£41,535
North West	-	£17,000	£32,089	£54,250	-	£36,416
Scotland	-	£29,573	£37,375	£42,860	-	£35,929
South East & East Anglia	£23,271	£25,007	£37,362	£62,079	£71,400	£37,936
South West	£20,600	£27,000	£37,389	£59,985	-	£41,603
Wales	£25,000	-	£41,167	£65,000	-	£42,700

*\*This year's survey titles have been condensed for comparison purposes*

AO Function – For profit/ not for profit						
	Administrator	Coordinator	Manager	Head of / Director	Overall responsibility	Grand Total
For profit	£23,667	£34,507	£43,210	£57,608	£50,667	£42,866
Not for profit	£22,771	£28,697	£39,103	£59,752	£73,850	£40,000
<b>Total</b>	<b>£22,939</b>	<b>£30,131</b>	<b>£40,139</b>	<b>£59,040</b>	<b>£67,527</b>	<b>£40,408</b>

Size of organisation						
	Administrator	Coordinator	Manager	Head of / Director	Overall responsibility	Grand Total
1-10	£23,750	£28,333	£30,930	£43,875	£49,000	£36,811
11-20	-	£23,000	£35,214	£46,438	-	£33,923
21-50	£19,502	£37,150	£41,677	£55,951	£86,960	£46,978
51-100	£19,533	£29,052	£34,680	£54,500	£63,000	£33,180
100+	£28,782	£29,856	£42,187	£73,033	-	£40,830
<b>Total</b>	<b>£22,939</b>	<b>£30,131</b>	<b>£40,139</b>	<b>£59,040</b>	<b>£67,527</b>	<b>£40,408</b>

Departments						
	Administrator	Coordinator	Manager	Head of / Director	Overall responsibility	Grand Total
AAO/ EPA services	-	£23,675	£35,300	£52,000	-	£39,655
Partnerships & Business Development	-	£49,344	£42,554	£60,400	-	£47,752
Quality Assurance	£28,745	£28,308	£35,396	£50,740	£42,000	£34,346
Qualifications / Product Development / Assessment Development	£21,183	£28,518	£43,520	£55,911	£60,600	£41,323
Other (IT, Marketing, Operations)	£19,240	£28,194	£39,857	£70,274	£79,560	£44,039
<b>Total</b>	<b>£22,939</b>	<b>£30,131</b>	<b>£40,139</b>	<b>£59,040</b>	<b>£67,527</b>	<b>£40,408</b>

## Methodology

This is the second TPP & FAB survey for Awarding Organisation professionals. The salaries used in this report were compiled using information from professionals that responded to our survey this year and existing data from 2016-17. Responses came from the following profiles.



## Our Divisions

- CEO & Trustee
- Education & Training
- Finance, IT & Facilities
- Fundraising & Development
- Health & Social Care
- Human Resources
- MarComms & Digital
- Office & Specialist Support

At TPP, our principles guide everything we do and our people are committed to driving them through every aspect of our business. As part of our commitment to the third sector, we have set up **TPP Giving Back**, offering various additional free services to our clients.

If you would like to find out more about our free services [click here.](#)

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