



Trainer Role Profile

As a member of the People Team you will promote a learning culture and provide learning and development support across the organisation. You will create, update and deliver training to a high standard to ensure training is delivered in line with the training programme.

OUR VALUES

Our values are at the core of everything we do. What we do, we do with and out of love and hope. We appreciate each person's own circumstances, their journey and the future they want to make for themselves. Hope is the thing that helps you keep going; without it we have nothing. At Blue Triangle we are Kind, Passionate and Creative.

We're seeking a vibrant and compelling Trainer to lead the learning and growth of our team. Committed to creating a lively and inclusive learning atmosphere, the Trainer will design and conduct learning programs for our employees, stakeholders, and external experts. Working in close partnership with our Service Delivery team, they will guarantee that the workforce is equipped with the essential skills and capabilities to adapt to the organisation's changing requirements.

MAIN DUTIES AND RESPONSIBILITIES

- Accountable for delivering our comprehensive internal training program.
- Create, formulate, and present training materials and resources for the organisation, aiming to extend training to external stakeholders.
- Organise and conduct our induction program for all new hires.
- Receive and/or prepare materials for training sessions and workshops, managing pre- and post-work coordination for training events.
- Manage systems and databases that capture learning & development information for employees.
- Contribute to the establishment of systems and processes for the effective implementation of Learning & Development initiatives.
- Identify potential partnerships with external organisations and bodies to cultivate collaborative efforts.
- Monitor and report on all employee training activities.
- Provide support to the Services in developing and executing Learning & Development initiatives.
- Maintain appropriate records of learner training and development to allow tracking and evidence of training.
- Support and contribute to the creation of our annual training plan.
- Be willing to travel to support training delivery where necessary.
- Be involved in project work as delegated.
- Carry out any other duties relevant to the post.

- Keep up to date with developments in training by reading relevant journals, going to meetings and attending relevant courses.

	Essential	Desirable
Qualifications/ Education	<ul style="list-style-type: none"> • Advanced Higher, HNC, SCQF Level 7 in Health and Social Care or equivalent. • Willingness to work towards a relevant training qualification. 	<ul style="list-style-type: none"> • A relevant training qualification at SCQF level 7 or equivalent • SCQF Level 8 in Management health and social care or equivalent
Knowledge	<ul style="list-style-type: none"> • Awareness of the services provided by Blue Triangle. • SVQ Framework • Familiarity with the Scottish Social Service Council (SSSC). 	
Experience	<ul style="list-style-type: none"> • Previous experience in the care or charity sector. • Experience in using Microsoft Office Applications, particularly Excel, Word and PowerPoint. • Strong IT/Technical competence with ability to generate reports and analyse data. 	<ul style="list-style-type: none"> • Articulate 360 experience
Skills / Abilities	<ul style="list-style-type: none"> • Proficiency in scoping, developing, and delivering training materials to a diverse audience. • Exceptional problem-solving skills with a focus on finding practical solutions. • Excellent interpersonal skills • Strong communication skills, both oral and written. • Excellent planning, organising and time management skills • Ability to work collaboratively as a helpful, positive member of the team 	



	<ul style="list-style-type: none">• Ability to work on own initiative	
Personal Qualities	<ul style="list-style-type: none">• Caring and professional attitude• Excellent attention to detail• Positive attitude to problem solving• Flexible	