**Training Manager Role Profile**



You will be responsible for leading and managing the delivery of high quality training and learning opportunities relevant to the needs of services across Blue Triangle.

We’re seeking a highly motivated Training Manager to lead the learning and growth of our team. Committed to creating a lively and inclusive learning atmosphere, the Training Manager will design and deliver 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 ensuring the delivery of our comprehensive internal training program ensuring it is in line with legislation, Care Standards and Blue Triangle requirements.
* Responsible for the day to day management of the training function and team.
* Take part in and deliver relevant training as appropriate.
* Create, formulate, and present training materials and resources for the organisation, aiming to extend training to external stakeholders.
* Ensure all training is delivered in line with our policies and procedures and all regulatory requirements.
* Work collaboratively with the services, subject matter experts and wider people team to develop capability, identify and plan for skills gaps, and enable staff development.
* Plan and oversee SVQ programmes and qualifications with external providers for staff in Blue Triangle.
* Draw upon a range of training methods (eLearning, powerpoint, research activities, role play, presentations, practical, etc) to suit differing learnings needs to ensure the adoption of best practice from day one, to keep staff skills and knowledge up to date and to continue their professional development.
* Liaise with the management team to evaluate the ongoing effectiveness of our training to ensure a cycle of continuous improvement.
* Establish and maintain systems and processes for the effective implementation of Learning & Development initiatives.
* Build partnerships with external organisations and bodies to cultivate collaborative efforts.
* Develop and maintain effective communication systems between stakeholders.
* Ensure compliance with Scottish Social Services Council Code of Practice.
* Provide quality assurance through programme evaluation, monitoring and reporting on overall provision appropriate to the needs of Blue Triangle.
* Responsible for 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.
* Ensure equality of opportunity is reflected in all aspects of service delivery.
* Keep up to date with developments in training by reading relevant journals, going to meetings and attending relevant courses.

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|  | **Essential** | **Desirable** |
| Qualifications/  Education | * Advanced Higher, HNC, SCQF Level 9 in Health and Social Care or equivalent. * Hold a relevant training qualification at SCQF level 7 or equivalent | • SCQF Level 10 in Management health and social care or equivalent  CIPD Training Certificate |
| Knowledge | * Awareness of the services provided by Blue Triangle. * SVQ Framework * Familiarity with the Scottish Social Service Council (SSSC). |  |
| Experience | * Experience in the care or charity sector (preferably 2 years or more). * Experience of planning, designing and delivering staff learning programmes. * Experience in using Microsoft Office Applications, particularly Excel, Word and PowerPoint. * Strong IT/Technical competence with ability to generate reports and analyse data. * Experience of managing others. | * Articulate 360 experience |
| Skills / Abilities | * Proven ability to support the learning and development of staff and to evaluate competencies. * 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 * Ability to work on own initiative |  |
| Personal Qualities | * Caring and professional attitude * Excellent attention to detail * Positive attitude to problem solving * Be prepared to work flexibly on an individual basis and as part of a team. |  |
| Other | * Must hold a valid UK Driving Licence and have access to a vehicle. |  |