



blue triangle

1975 - 2025

Trainer Role Profile

Are you a passionate and motivated trainer looking to make a real difference in the Scottish Third Sector? Join our dynamic team and inspire positive change in communities across Scotland. We are seeking an enthusiastic individual who is a true **people person**, with the ability to connect and engage with our staff teams. You should be **dynamic** and **inspiring**, capable of delivering training sessions that leave a lasting impact! We need someone who is **aspirational**, always striving for excellence and encouraging others to reach their full potential. As a **creator**, you will support the design of innovative training programs that empower and transform lives. If you have these skills and a commitment to fostering growth and development, we want to hear from you. **Apply now and be a catalyst for change!**

OUR VALUES

We are a social care organisation that supports over 400 people every day, across ten local authorities. We provide adults and young people with safe, psychologically informed supports and provide housing solutions across Scotland. Our staff are trauma-informed, championing the rights of our supported people and helping them overcome barriers through the delivery of our values, **Kind; Passionate; and Creative.**

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.



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	Essential	Desirable
Qualifications & Education	<ul style="list-style-type: none"> HNC, SVQ Level 3 (SCQF Level 7 in Health and Social Care) or equivalent. Willingness to work towards a relevant qualification as agreed with Manager. 	
Knowledge	<ul style="list-style-type: none"> Awareness of the services provided by Blue Triangle. Familiarity with the Scottish Social Service Council (SSSC). 	<ul style="list-style-type: none"> SCQF Framework
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. Experience in facilitation of Group Work/Training sessions. 	<ul style="list-style-type: none"> Articulate 360 experience
Skills & Abilities	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Proficiency in scoping, developing, and delivering training materials to a diverse audience.
Personal Qualities	<ul style="list-style-type: none"> Caring and professional attitude Excellent attention to detail Positive attitude to problem solving Flexible 	