



National 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.

OUR VALUES

We are a social care organisation that supports over 400 people every day, across twelve 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.

We're seeking a highly motivated National Training Manager to develop the learning and growth of our team. Committed to creating a lively and inclusive learning atmosphere, the National Training Manager will design, deliver and accredit 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.
- Responsible and accountable for Training team dynamics, by 'living our Values' and being a demonstrative Leader and Manager.
- Take part in and deliver relevant training as appropriate.
- Create, formulate, and present training materials and resources to professional standards for the organisation, whilst extending training to external stakeholders.
- Lead on generation of commercial income, through identification and delivery of training solutions across the Third Sector, and whenever practicable, within Public & Private Sectors.
- 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 Central Support teams to develop capability, identify and plan for qualifications, skills gaps, and enable staff development.
- Map appropriate Unit Specifications & Performance Criteria, to specific deliverables (stand-alone sessions and Group Awards at relevant SCQF Levels), for certain deliverables.



- Identify SMART Targets to Scope & Create appropriate requirements for Blue Triangle to be a recognised Approved Learning Centre, with Qualifications Scotland (formerly SQA).
- Lead on identification of SMART Targets to bring delivery of all staff SSSC Registered Conditions in-house
- Identify mandatory qualification and competence levels, training team require, to commence delivery of qualifications set at SCQF Levels 7&9, based on SSSC Registered Conditions.
- Identify relevant funding mechanisms to meet costs of staff SSSC Registered Conditions and other appropriate role-related accreditation and training requirements.
- In the interim, plan and oversee SVQ programmes and qualifications with external providers for staff in Blue Triangle.
- Draw upon a range of training methods which are Service Specific (eLearning, powerpoint, research activities, role play, presentations, practical, Service Case Studies 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 Senior Leadership 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 Awarding bodies to cultivate collaborative efforts.
- Further develop and maintain effective communication systems between stakeholders.
- Ensure compliance with Scottish Social Services Council Code of Practice or any relevant regulatory bodies.
- Provide robust and timeous 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 specific 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, ensuring all relevant updates are reflected in training deliverables

	Essential	Desirable
Qualifications/ Education	<ul style="list-style-type: none"> • SCFQ Level-10 in Leadership & Management • Hold a relevant training qualification at SCQF Level-10, or equivalent work experience • Hold Internal Verification accreditation to SCQF Level-09 or willing to immediately work towards 	<ul style="list-style-type: none"> • SCQF Level-10 in Management, Health & Social Care or equivalent • Hold External Verification accreditation to SCQF Level-10 • Approved HMIE (His Majesty Inspectorate Education) Member CIPD Training Certificate
Knowledge	<ul style="list-style-type: none"> • Working knowledge of Qualifications Scotland (formerly SQA) accreditation, delivery, assessment and verification processes to SCQF Level-09 • SVQ Framework & Processes • Understanding of the Scottish Social Service Council (SSSC) and Registered Condition requirements, timelines, extensions and associated tasks 	<ul style="list-style-type: none"> • Working knowledge of Qualifications Scotland (SQA) accreditation, delivery, assessment and verification processes to SCQF Level-10 • Understanding of the services provided by Blue Triangle.
Experience	<ul style="list-style-type: none"> • Leadership experience in the third sector • Demonstrative experience of planning, designing and delivering staff qualifications and learning programmes. • Experience in using Microsoft Office Applications, particularly Excel, Word and PowerPoint. • Strong IT/Technical competence with ability to generate professional reports and perform data analytics. • Extensive and demonstrable experience of leading others. 	

	<ul style="list-style-type: none"> • Experience in operational procedures and processes pertaining to Learning & Development Platforms 	
Skills / Abilities	<ul style="list-style-type: none"> • 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. • Recognised proficiency in delivery, assessment, and verification of accredited learning to minimum of SCQF Level-9 • 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"> • Recognised proficiency in delivery, assessment, and verification of accredited learning to SCQF Level-10
Personal Qualities	<ul style="list-style-type: none"> • Caring and professional attitude • Demonstrative efficiency in Emotional Intelligence • 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	<ul style="list-style-type: none">• Must hold a valid UK Driving Licence and have access to a vehicle.	
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