



Director of Training

This is a 'professional' level post and the following ought only to be regarded as a foundation upon which the appointee is expected to build. The appointee will be responsible for the day to day running of the Institute's Community Training activities.

Outline of Duties

1. To promote the Institute's training and educational activities widely within the community, both in Scotland and overseas.
2. To develop the provision of training and education by the Institute.
3. To encourage and assist Training Centres to present effective and relevant training, using the most appropriate means of delivery.
4. To provide support to prospective Training Centres and to advise the Chief Executive regarding centre applications.
5. To monitor, review and evaluate the provision of training by Training Centres and to take such consequential action as may be appropriate.
6. To review the Institute's training and educational activities and to report to and assist Committees and Working Groups accordingly.
7. To maintain and extend their own knowledge and understanding of matters relevant to the appointment.
8. To assist Council Members and Members of the Institute as appropriate.
9. To maintain and develop relationships with partner organisations.
10. To act as an examiner, marker, invigilator or reviewer as occasions require.
11. To regularly update literature, training resources, examination papers and the website.
12. To represent the Institute as required.
13. To prepare, in conjunction with the Editor, material for the Journal and to assist in the preparation of the AGM papers.
14. To produce articles for the Institute's e-Newsletter and website at regular intervals.



15. To support Council Members and Institute staff in the execution of their duties with regard to the aims of the Institute.
16. To supervise and assist the work activities of the Training Administrator, relevant administrative support staff and the Training Advisers.
17. To assist the Chief Executive as required.

Responsible to: The Chief Executive

Personal Specification

We are looking for someone who has:

- The Diploma in Advanced Food Hygiene, or equivalent, and Advanced Health and Safety, or equivalent.
- Significant relevant experience of training and education.
- An understanding of quality assurance in relation to education, training and qualifications.
- A working knowledge of IT applications, particularly in relation to Microsoft Office and is proficient in how to operate digital platforms eg MS Teams.
- Good attention to detail and can prepare reports.
- Strong communication and interpersonal skills.
- An ability to host seminars and training events.
- Organisational skills and is able to prioritise and work independently.
- A positive and helpful attitude with a focus on forward thinking.

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