



Director of Training

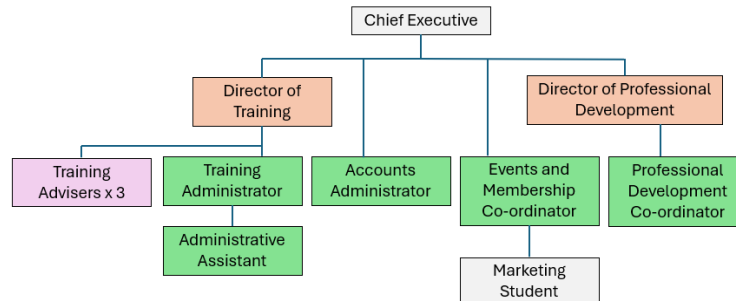
Reporting directly to the Chief Executive, the Director of Training is responsible for overseeing and advancing the Institute's training activities, ensuring high-quality delivery, continuous improvement, and effective collaboration with internal teams and external stakeholders.

Key Responsibilities

1. Take a proactive approach to enhancing, advancing, and promoting the Institute's training activities throughout Scotland and the UK.
2. Supervise and support the team responsible for delivering the Institute's training activities.
3. Support, monitor, review, and evaluate training provided by the REHIS Training Centres in collaboration with Training Advisers, taking appropriate follow-up actions as necessary.
4. Oversee the provision of the REHIS Schools Initiative programme, ensuring effective monitoring, review, evaluation, and timely reporting to the Scottish Government and Improvement Services (Insight Report).
5. Maintain and prepare required reports for SQA Accreditation and the Scottish Credit Qualifications Framework (SCQF) third-party credit rating partner.
6. Review and update training promotional literature, training resources, examination papers, and maintain adequate stock supplies. Check and revise website content to ensure accuracy and relevance.
7. Maintain Continuing Professional Development (CPD) through the Institute's membership annual CPD scheme and actively enhance knowledge and understanding relevant to the role.
8. Provide appropriate support to Council Members and Institute Members, preparing and delivering timely reports to the Membership, Education and Training Committee (METC).
9. Prepare reports and articles for the Institute's monthly newsletters and the Environmental Health Scotland Journal.
10. Build, maintain, and develop relationships with partner organisations and stakeholders.
11. Assist the Chief Executive as required.



Organisation Chart



Personal Specification

Essential Requirements:

We are looking for someone who has:

- A Diploma in Advanced Food Hygiene, or an equivalent qualification, along with a formal training qualification.
- Strong presentation and training skills.
- A proven track record and experience in maintaining quality assurance.
- A working knowledge of IT applications, particularly Microsoft Office, and proficiency in operating digital platforms such as MS Teams, Excel, and SharePoint.
- Knowledge and understanding of awarding body status and the SCQF framework.
- Good attention to detail and the ability to prepare reports.
- Strong communication and interpersonal skills.
- Organisational skills, with the ability to be flexible, prioritise tasks and work independently.
- A positive and proactive attitude.

Desirable Requirements:

- Knowledge of REHIS and Environmental Health.
- Membership of REHIS.
- Advanced qualifications in Health & Safety, Food & Health, or other relevant subject areas.

Ref: CX/DOT: 23/10/25