



Director of Training

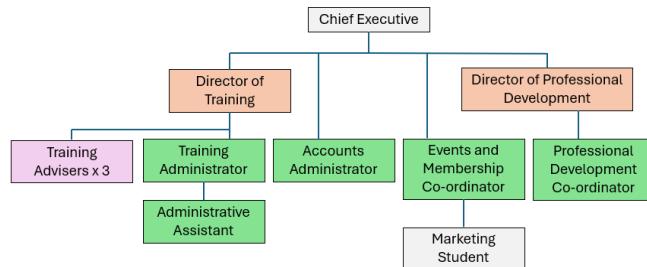
Reporting directly to the Chief Executive, the Director of Training is responsible for the day-to-day planning, coordination, and delivery of the Institutes short course training qualifications, while leading on key initiatives that continue to develop and enhance the Institute's training offer.

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 Qualifications Scotland Accreditation (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. Investigate and develop new course opportunities, based on supply and demand.
8. Research and co-ordinate the modernisation and digitisation for the training activities including the website and examination proctoring.
9. Maintain Continuing Professional Development (CPD) through the Institute's membership annual CPD scheme and actively enhance knowledge and understanding relevant to the role.
10. Provide appropriate support to Council Members and Institute Members, preparing and delivering timely reports to the Membership, Education and Training Committee (METC).
11. Prepare reports and articles for the Institute's monthly newsletters and the Environmental Health Scotland Journal.
12. Build, maintain, and develop relationships with partner organisations and stakeholders.
13. Assist and support the Chief Executive as required.



Organisation Chart



Personal Specification

Essential Requirements:

- A Diploma in Advanced Food Hygiene (Level 8), 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.

What you'll be doing

This is an exciting opportunity for an experienced training professional to join a highly regarded organisation. The role will take ownership of the day-to-day planning, coordination, and delivery of REHIS's training activity, while leading on key initiatives that continue to develop and enhance our training offer.

You will be responsible for building and maintaining strong relationships with key stakeholders, ensuring effective collaboration and engagement. A central aspect of the role is to ensure that all training courses and resources remain current, high quality, and sector-leading, reflecting best practice and responding to the evolving needs of the profession.

What we can offer you

- The salary for this position is on a scale between £40,000 to £45,000 and is reviewed annually based on individual performance.
- Normal working hours are 35 per week, Monday to Friday, 9am to 5pm, mainly based at the Institute's office in Edinburgh, with a blend approach of office and home working.
- 36 days leave (including bank holidays)
- Stake holder pension provision or employer matched defined contribution personal pension.

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