



Job Description

Job Details

Job Title	Lead Consultant (Training)
Location:	Glasgow
Line Manager:	Chief Executive Officer

Main Purpose of Job

- ✓ Coordinate, administer and deliver training in line with VIAS strategy
- ✓ Manage relationships with customers and Co-Trainers
- ✓ Explore new business opportunities

Duties and Responsibilities

Strategic

- To develop, implement and review the training business plan in line with VIAS's strategy and to meet the changing needs of the sector
- To establish and maintain good relationships with a range of relevant stakeholders, and represent VIAS in external meetings
- To monitor and evaluate developing trends in the social care sector that will need to be supported by developing knowledge and skills within the social care workforce
- To develop appropriate networking relationships that will enhance the job role and the business opportunities available for VIAS

Operational

- To develop and deliver high quality training to ensure that people with learning disabilities and/or autism are meaningfully included in society
- To manage the co-production function, including maintaining positive relationships with existing Co-Trainers and securing new Co-Trainers to broaden expertise and courses offered
- To develop and maintain strong customer relationships with social care service providers by attending VIAS's Workforce Development Group meeting
- To ensure any risks are identified, responded to promptly and escalated to the CEO
- To work with the CEO to ensure effective management of the VIAS training budget
- To ensure compliance with awarding and accrediting body requirements, ensuring all necessary



evidence of quality processes and systems are in place

Administrative

- To undertake an annual Training Needs Analysis with customers
- To develop an annual training calendar offering a diverse range of courses
- To promote the training through various means, including networking and digital media e.g. website; twitter etc.
- To manage training bookings, monitoring customer uptake and all logistical requirements of training events e.g. catering/venues etc.
- To complete ongoing evaluation of training events and contribute to an annual impact report
- To support the day to day functioning of the VIAS office, including the answering of phones

Other requirements

- To commit to uphold VIAS's values, demonstrating them in day to day duties
- To comply with VIAS's policy and practice requirements as outlined in the Staff Handbook including Health & Safety, Adult Safeguarding, Equal Opportunities and other relevant policies and procedures
- To be accountable to the CEO, positively engaging in supervision and support processes and liaise with other staff as a positive member of the VIAS team, through team meetings and general day to day working

Person Specification

Qualifications	<ul style="list-style-type: none">• A teaching certificate or accredited train the trainer qualification
Relevant Experience/Knowledge	<ul style="list-style-type: none">• Previous experience of delivering training demonstrating high quality results and outcomes• Ideally familiarity with, and understanding of, the Social care qualifications framework• Proven track record in marketing training• Ideally have gained knowledge and experience relevant to the suite of training currently offered by VIAS



	<ul style="list-style-type: none">• Ideally knowledge and experience of supported employment
Skills and Abilities	<ul style="list-style-type: none">• Leadership capability with the capacity to collaborate effectively across and out with organisations• Demonstrable communication and presentation skills, both verbal and written• Ability to multi-task and problem solve, working in an autonomous capacity• Strong IT skills including use of MS Office packages, email, internet• Ability to identify, prioritise and deliver a varied work programme• Able to understand and propose solutions by focussing on customer requirements
Personal Attributes	<ul style="list-style-type: none">• Results oriented team player with a 'can-do' attitude• Actively demonstrates the values held by VIAS• Values, ethics and skills essential to social care practice



Working with Values into Action Scotland	
Salary Range	Up to £24,946 per annum depending on experience
Hours of work	35 hours per week
Duration of Contract	1 year initially
Pension Scheme	Pension allowance of up to 6% of gross salary, matched by the employee's contribution
Leave	32 days paid leave per annum inclusive of public holidays
Other Information	<p>The Job Description is purposefully intended to be of a general nature, defining the main elements of work required for the successful operation of the work of VIAS.</p> <p>It is recognised that changing circumstances will have a direct bearing on the balance of duties at any particular time. As part of a continuing process, objectives and priorities will be kept under regular review.</p>