



ARC Scotland Deputy Training Manager

Job Description, Person Specification, and application details

Hours:	35 hours per week
Location:	Hardengreen Business Centre, Dalkeith, Midlothian Travel throughout Scotland will be required
Salary:	£28- £34k (Scale Points 28- 35) Depending on skills and experience
Responsible to:	ARC Scotland Training Manager
Closing Date:	26 January 2020
Interview:	12 February 2020 at ARC Scotland office.

Overall Purpose

To support the Training Manager to ensure the quality, sustainability and growth of ARC Scotland Training.

Undertake assessment of SVQ candidates.

Responsibilities

Operational Management

Support the Training Manager to provide effective leadership of the ARC Scotland training team and contractors.

Support the Training Manager to ensure all regulatory requirements required by SQA and other bodies are fully adhered to.

Support the Training Manager to ensure all training products and services are of the highest quality.

Contribute to the maintenance, development and implementation of quality systems within ARC Scotland Training.

Contribute to the development of new training products.

Deputise in the absence of the Training Manager.

Contribute to the on-going strategic development of ARC Scotland.

SVQ Assessment

Conduct assessment of SVQ candidates undertaking awards at SCQF Level 6,7,9.

Conduct assessment of SVQ candidates undertaking CSLM (if qualified).

Undertake internal verification (if qualified).

Communication

Establish and maintain excellent working partnerships and communication with training customers and other stakeholders.

Promote ARC Scotland Training to existing and new customers.

Provide clear direction and support to trainers, assessors and internal verifiers through guidance, mentoring and quality assurance audits.

Other

Prepared to be adaptable manage own workload.

Work flexible hours and travel throughout Scotland including overnight stays.

Undertake CPD.

Person Specification

Essential

Experience of working in the Health & Social Care sector.

SVQ Vocational Qualification at SCQF L9 in Social Services Healthcare.

SVQ Qualification in Assessment i.e. D32 & D33 or A1 or L&D9Di.

Commitment to continually improving the quality of care and support provided to people in Scotland.

Ability to work autonomously and use own initiative.

Aptitude to inspire confidence, direction and motivation to candidates.

Excellent communication skills both verbal and written.

Full UK driving license ability to travel throughout Scotland.

Desirable

CSLM (SCQF L10)

D34, V1 and or willingness to undertake the L&D11 award.

Previous managerial experience within an assessment centre or care setting.

How to Apply

Please read all the information relating to the post:

- Job Description
- Person Specification

Then submit a statement of application no longer than 3 x A4 pages. This must demonstrate **how you meet the essential criteria for this post.** Please refer to the Person Specification above.

Send this in together with your CV and copies of relevant qualifications by **26 January 2020** to:

muriel.mcleod@arcuk.org.uk

Muriel McLeod
ARC Scotland
Unit 12 Hardengreen Business Centre
Eskbank
Dalkeith
Midlothian EH22 3NX

Please mark all correspondence 'Private and Confidential'.

Closing date is **26 January 2020.**

Interviews will be held in the ARC Scotland Office on **12 February 2020.**

This post is subject to PVG check.

Informal enquiries are welcome. Please contact Derek Parker
ARC Scotland Training Manager:

derek.parker@arcuk.org.uk

0131 663 4444

