

TRAINING COORDINATOR

Salary: £31,264 - £35,812

Location: Flexible (home-based in Scotland or office-based in Inverness)

Regular travel will be required to Inverness and to deliver training across Scotland.

The Scottish Land Commission is seeking to appoint a Training Coordinator on a fixed-term contract for 18 months. This is an exciting opportunity to join the Scottish Land Commission team and shape changes in the way land is owned and used.

Scottish Land Commission

The Scottish Land Commission stimulates fresh thinking in the ways we own and use land in Scotland. We are a public body, established by the Scottish Parliament in 2017, and our role is to advise on changes in policy and law, and to support good practice and change on the ground.

The Commission's strategic plan 2020-23 sets out our delivery focus in three themes:

- Reforming land rights
- Reforming land markets
- Responsible land ownership and use

Scotland's Land Rights and Responsibilities Statement sets out the overall framework for the relationship between people and land in Scotland through six principles. The Land Commission plays a key role to support the practical implementation of these principles. The Training Coordinator will play a pivotal part in designing and delivering high-impact training for land owners, managers, communities and other key stakeholders to influence practice on the ground through our Good Practice Programme.

The Good Practice Programme promotes and supports change and good practice in the way land is owned and used by all sectors in both urban and rural Scotland. We work with stakeholders to create a range of protocols, tools and guidance to encourage and enable those with an interest in land to recognise and fulfil their rights and responsibilities. We promote greater diversity in ownership of land including more community ownership, high standards and transparency of land ownership and use, and better community engagement in decisions about land.

Purpose of role

Support adoption of the Scottish Land Rights and Responsibilities Statement (LRRS) principles by delivering a programme of high-impact online and in-person training for key stakeholders.

| Job Description | |
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| Delivery responsibilities | <ul style="list-style-type: none">• Design an impactful and high-quality programme of training on land rights and responsibilities (LRR), tailored as appropriate to different sectors and circumstances, and drawing on the experience and expertise of SLC colleagues and external input (where appropriate). |

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| | <ul style="list-style-type: none"> • Work with colleagues to deliver the LRR training programme, engaging external stakeholders and speakers as needed, and providing all technical and organisational support. • Work across the organisation to develop a suite of resources to accompany and embed training in practice, using existing resources and identifying opportunities to create new resources. • Create an online library of resources for others to draw on, including case studies, presentations and recorded training, targeting different sectors and demographics. • Monitor and evaluate the training programme to achieve positive feedback, adapting the methodology in response to feedback and providing regular reports. • Build strong relationships with key stakeholders to develop and deliver an effective training programme that meets their needs. • Work with colleagues to promote training opportunities and achieve good participation numbers. • Deliver specified projects and take responsibility for delivering defined outputs in the Commission's business plan ensuring that agreed outputs are delivered on time and to the expected standard. • Actively collaborate with colleagues on other projects to deliver Commission outputs. |
| <p>Engagement and communications responsibilities</p> | <ul style="list-style-type: none"> • Support effective relationships with stakeholders that help delivery and increase the impact of the Commission's work. • Support a strong reputation and profile for the Commission including representing the Commission regularly with stakeholders and at public meetings and events. • Seek opportunities to communicate and increase the profile of the Commission's work. |
| <p>Governance and business systems responsibilities</p> | <ul style="list-style-type: none"> • Ensure that expenditure is planned and authorised in accordance with the Commission's policies, budget requirements and procurement principles. • Contribute to good governance practices, accountability and compliance, including managing and reporting of operational risks. • Put in place appropriate measures for evaluating the outcomes of work and take responsibility for gathering the information required to do this. • Contribute to organisational performance monitoring and reporting. |

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| | <ul style="list-style-type: none"> • Keep CRM systems up to date and maintain accurate records of contacts. |
| Leadership and Professional Development responsibilities | <ul style="list-style-type: none"> • Take a proactive approach to own professional development by maintaining an active interest in land reform developments and committing to regular continuing professional development. • Support the professional development of colleagues by providing constructive feedback where appropriate. • Support the development of the Land Commission by contributing actively to organisational planning processes (e.g. quarterly milestones, annual business plan and three year strategic plan). • Contribute to and support organisational development through behaviours and ways of working that bring our organisational values to life. • Seek and share opportunities to be creative and realise continuous improvement in our delivery and impact. |

Person Specification

| Criteria | Essential | Desirable |
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| Qualifications & professional experience | Professional experience in developing and delivering training programmes | Professional qualifications in training and/or facilitation. Understanding of land reform and the land ownership / management sector. |
| Developing & delivering training programmes | Extensive experience in designing and delivering impactful training programmes and facilitating workshops that deliver real-world change. Knowledge of different training and facilitation approaches and when to use them. | Experience of providing and developing training in a similar or complex policy environment. Experience organising events. Experience coordinating complex training programmes. |

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| <p>Communication & stakeholder engagement</p> | <p>Ability to build relationships and engage constructively with a wide variety of stakeholders to deliver coordinated programmes of activity.</p> <p>Ability to work with a wide range of different groups and broker communications amongst potentially conflicting motivations and views.</p> <p>Exemplary written and verbal communication skills.</p> | <p>Ability to communicate in Gaelic.</p> |
| <p>Project management</p> | <p>Strong project co-ordination / management skills and the proven ability to meet deadlines.</p> <p>Experience in evaluating and monitoring activities.</p> | <p>Experience of working remotely or with minimal supervision.</p> |
| <p>Professional development</p> | <p>Willingness to learn and take on new areas of responsibility.</p> <p>Ability to quickly assimilate new information.</p> | <p>Evidence of on-going commitment to continuous professional development.</p> |
| <p>Other</p> | <p>Willingness to travel to fulfil requirements of the post.</p> | |