

Training Programme Manager

Welcome from the CEO, Jo Kerr

At Verture, education and skills development are crucial components of our mission to build climate resilience across Scotland. Our "Becoming Climate Resilient" training programme is at the heart of how we equip organisations and communities with the knowledge and tools they need to adapt to our changing climate.

As our new Training Programme Manager, you will drive the development and delivery of this vital programme, working with diverse audiences from public sector bodies to businesses, academic institutions, and charities. Climate adaptation requires organisations across all sectors to understand the challenges they face and develop strategies to build resilience. Our training is a powerful tool for driving this understanding and action.

In this role, you will play a crucial part in equipping decision-makers and practitioners with the knowledge, skills, and tools needed to implement climate adaptation measures. Your expertise will help these organisations build capabilities that contribute to a fairer, more resilient Scotland.

By developing and delivering high-quality training that combines evidence-based content with engaging delivery methods, you will contribute directly to Verture's mission of creating a climate-ready Scotland. Your work will have a ripple effect, as each training participant takes their new knowledge back to their organisation and community. This role offers you the opportunity to make a tangible difference in how organisations respond to climate challenges. If you are passionate about climate education and have experience in training development and delivery, I invite you to join our team of committed changemakers.

Training Programme Manager

Reports to: Head of Programmes & Partnerships

Location: Hybrid working model with at least 1-2 days per week in either our Edinburgh or Glasgow office. Occasional travel may be required for external meetings.

Hours: Full time, 35 hours per week. Flexible and/or part-time working hours open to discussion.

Salary (FTE): £50,228 - 55,433 per annum

Contract: Permanent

Key Responsibilities

- Lead the development and delivery of Verture's "Becoming Climate Resilient" training programme
- Continue development of Verture's forward-looking training strategy based on target audiences, impact goals, and best delivery methods
- Provide leadership on Verture's wider training offerings through our projects and programmes, including supporting delivery of training and workshops.
- Establish and nurture strategic partnerships with external stakeholders to drive collaborations, enhance organisational visibility, and deliver impact

- Keep up-to-date with emerging trends and best practices in training and development
- Support income generation through the training programme

Training Strategy and Delivery

- Manage the training operation on a day-to-day basis, including overseeing bookings and payments, organising training events, and monitoring and evaluating impact
- Build relationships with target organisations across sectors, strengthening ongoing relationships and developing new ones
- Deliver and further develop the "Becoming Climate Resilient" training programme, both as standard one-day courses and bespoke solutions for specific organisations
- Keep training content up-to-date with the latest climate science, policy developments, and best practices in adaptation and resilience
- Facilitate engaging, interactive workshops for diverse audiences
- Identify and develop new materials, courses, and modules to grow Venture's training offer
- Scope partnership opportunities and investigate new platforms/tools to enhance training delivery
- Work with the Head of Communications to market training programmes effectively
- Oversee monitoring and evaluation of the training service, ensuring continuous improvement

Programme Management

- Oversee the logistics of training delivery, including scheduling, venue arrangements, and online platform management, in collaboration with the Project Support Officer
- Manage bookings, participant communications, and payment processes
- Ensure efficient and professional delivery of all training sessions
- Maintain appropriate records and documentation for all training activities
- Monitor training impact through participant feedback and follow-up evaluation
- Incorporate lessons learned into future training development
- Prepare reports for funders and other stakeholders on training outcomes and impact

Leadership and Team Management

- Directly line manage a Project Support Officer, providing guidance, support, and development opportunities
- Recruit, manage, and develop freelance Associate Trainers with climate expertise
- Provide leadership on Venture's wider training offerings through our projects and programmes
- Ensure consistent quality of training delivery across all trainers
- Facilitate regular professional development for all trainers

- Contribute to Venture's strategic direction as it relates to training and skills development
- Represent Venture at external events and with stakeholders in relation to training
- Model collaborative and inclusive training approaches

Person Specification

Experience

- Track record of working in training development and delivery, with experience managing a training service or programme and ability to design and deliver engaging training to diverse audiences
- Experience of generating income through training services and understanding of funding streams and regulations
- Knowledge of climate change issues, particularly adaptation and resilience, with a background in environmental sustainability, climate science, or related field
- Experience of working with public sector, businesses, and third sector organisations

Skills and abilities

- Excellent facilitation and presentation skills with strong instructional design skills, and ability to explain complex climate concepts in accessible ways
- Excellent communication skills - verbal and written, with ability to develop materials in different formats (experience in e-learning development and delivery is a plus)
- Collaborative and empathetic leadership style, with line management experience
- Self-starter who can work independently with strong organisational and project management skills

Knowledge

- Understanding of climate change impacts and adaptation approaches in Scotland
- Knowledge of effective adult learning and training methodologies, including e-learning
- Awareness of the challenges different sectors face in responding to climate change
- Understanding of evaluation approaches for training programmes

Working at Venture

Our Way of Working

Working at Venture involves being part of a collaborative and social team, with a strong focus on employee wellbeing and opportunities to develop your own innovative ideas. Our internal culture and working style is characterised by:

- Co-design of initiatives
- Solutions and impact/outcome focused approach
- Commitment to equality, diversity and inclusion

We are committed to staff development and to identifying opportunities for career progression. We support all staff to develop and grow to their full potential.

Benefits

Here's what you can expect when you join our team:

- The opportunity to make a meaningful difference in climate resilience across Scotland
- A collaborative team environment focused on innovation and impact
- 35 days annual leave including public holidays
- Flexible working arrangements
- Company sick pay
- Employee support services
- Pension scheme with employer contributions up to 6% of salary

Our Commitment to Equity, Diversity and Inclusion

Climate change affects everyone, but not equally. At Venture, we believe our team should reflect the diverse communities we serve. We particularly encourage applications from individuals from underrepresented groups, including working-class people, ethnic minorities, and disabled communities, as these populations are often most impacted by climate change.

We are committed to making our recruitment process accessible to all. If you require any adjustments or support during the application process, please let us know.

How to Apply

[Application instructions to be added, including:]

- **Application deadline– 8am, Monday 30th June**
- Required documents: CV, application form
- Interview process details: Those shortlisted for interview will be notified by Tuesday 1st July. Interviews will take place Monday 7th to Wednesday 9th July.

For questions about this role or the application process, please contact [clientrecruitment@worknest.com]