**Candidate Information**

**Training Manager, Capacity Building, Scotland**

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| **Salary:** | Grade I:£41,738 per annum pro rata |
| **Hours:** | Full time hours are 37.5 hours per week  This job can be considered for full time or from 30 hours per week. |
| **Contract:** | Permanent |
| **Disclosure:** | Enhanced DBS/PVG Scheme/AccessNI is not required for this position |
| **Base:** | Sustrans offices in Edinburgh or Glasgow with the flexibility to work from home |
| **Travel:** | This role will involve regular travel most months often with overnight stays to deliver in partner organisation premises. The focus of this role is in Scotland but we may occasionally need you to travel further during the course of your work. |
|  | A key part of being the Charity that makes it easier to walk and cycle is that most colleagues cycle, walk, wheel or use public transport for the majority of their work journeys. We support this with access to a Sustrans pool bicycle and National Standards Cycling Training. |

**Job Specific Information**

As part of Sustrans’ Infrastructure Development Support programme, the Training Manager is responsible for leading on the creation and growth of a bespoke training and development package to support external Delivery Partners. The role will also involve oversight of our internal Capacity Building teams to ensure their delivery aligns with the needs of Delivery Partners across Scotland, including Local Authorities, Regional Transport Partnerships, National Parks and you will also work with elected officials.

The overall purpose of the Infrastructure Development Support programme and Capacity Building teams is to facilitate the development and progression of Delivery Partners against annually assessed levels of capability, as set out by Transport Scotland, evidence of which, will enable them to access greater and more flexible funding Tiers for the effective delivery of their active travel portfolios.

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| **Where this role sits in the structure** | Reporting into a/the Head of Programme, Places for Everyone, Services & Co-Design  Working closely with the Engagement Manager, Principal Designer, Principal Engineers, Strategic Parrtnerships Managers and Senior Leadership Team in Scotland  This role has line management responsibility for 1 team members. |

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**Job Description - About the Role**

**Overview**

The Training Manager will have overall responsibility for creating and implementing multiple bespoke training packages for Delivery Partners across Scotland in fields relating to Active Travel infrastructure. This will include but not be limited to engagement, behaviour change, equity, design, strategy, network planning and communications and project delivery. You will be responsible for ensuring that packages are effective and result in improved knowledge and drive capability in the effective delivery of high quality and fit-for-purpose active travel infrastructure.

Additionally, you will oversee the cross departmental Capacity Building teams, whose role is to support and expedite the delivery of Partner project portfolios.

You will be an excellent facilitator and have extensive experience of developing strong working relationships and partnerships with a range of organisations and be adept at spotting opportunities for collaboration.

The Training Manager will be supported by a Training Coordinator and you will have line management responsibility for this role as well as task management responsibility for Capacity Building teams in liaison with the managers across the Engagement, Design, Engineering and Strategic Parentships teams.

The Training Manager will also have responsibility for the programme budget and be responsible for regular reporting against milestones internally and to the funder.

This role will involve regular travel most months and often with overnight stays to deliver in Deliver Partner premises.

**Key Responsibilities**

1. Work with colleagues to conduct comprehensive *Needs Assessments* of Delivery Partners to identify development requirements and use this as the basis for a bespoke package of training and knowledge sharing.
2. To lead a programme of development and knowledge sharing for Delivery Partner organisations in a variety of formats e.g. webinars, workshops, site visits and other events.
3. Work with Principal Managers and the Senior Leadership team in Scotland to make best use of the knowledge and skills within teams in the delivery of the support programme.
4. Create and deliver engaging training content in liaison with subject matter experts and supplement this with support materials such as guidance documents and online tools.
5. To oversee the identification of suitable trainers and industry experts for professional development and knowledge sharing activities for partners.
6. Ensure that training and development initiatives are focused on institutional behaviour change and are available across Delivery Partner teams and to elected members.
7. Analyse training and support packages for effectiveness to ensure the Infrastructure Delivery Support programme is delivering on its objectives and has impact.
8. Foster and maintain strong relationships with Delivery Partner colleagues to ensuring that Sustrans is maximising opportunities for cross regional knowledge sharing by partners across Scotland.
9. Task management of Capacity Building teams in liaison with the Engagement, Engineering and Strategic Patronships teams, to help in the delivery or workshops, training sessions and/or inspirational site visits.
10. To oversee the procurement of external training providers as necessary.
11. To manage a budget and contribute to effective reporting on the progress of the programme to the Senior Leadership Team and Transport Scotland.

*We don’t expect anyone to be an expert in all these areas and as long as you meet the person specification we can train you in any gaps.*

**Person Specification**

The following criteria sets out the skills, knowledge and experience which will be assessed against at both application and interview stages. You should use the selected criteria as a guide to convey the evidence of your experience in these areas on your application form.

Our website has a useful guide about how to make a great job application to help you.

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|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Significant experience of planning and delivering workshops and training events for professional audiences as well as coordinating site visits or other knowledge sharing activities both in person and virtually | x | x |
| Experience of developing training content for a range of audiences including technical and elected members | x |  |
| Extensive experience of project and programme management including risk management, budgetary management, contract management and resource planning |  | x |
| Experience of building and maintaining effective partnerships with a range of organisations | x |  |
| Experience of working in partnership with external bodies on project delivery within complex settings involving a wide range of internal/external partners. | x |  |
| Excellent interpersonal, team working and networking skills , with proven experience of developing and maintaining relationships with local authorities, consultancies and community groups. | x | x |
| Proactive and imaginative approach to problem solving requiring the application of acquired knowledge, experience and judgement. |  | x |
| Proven experience of leading, motivating and developing an inclusive and collaborative team to deliver high profile projects to budget and programme. | x |  |
| **Skills and Abilities** |  |  |
| Excellent leadership and motivational skills and the ability to influence others |  | x |
| Excellent stakeholder engagement and management skills |  | x |
| Competence in the use of MS Office applications and platforms for online delivery of workshops | x | x |
| Strong organisational skills and the ability to plan and prioritise work across multiple projects including complex and high risk projects and large programmes. |  | x |
| **Specific knowledge required** |  |  |
| Knowledge of Active Travel best practice |  | x |
| Knowledge of the Equality Act 2010, Equality Impact Assessments and issues of equity in active travel development and delivery | x | x |
| An understanding of the unique challenges faced by Local Authorities |  | x |

This document does not form part of the contract of employment but does outline our expectations.

If we need to amend this document in the future we will consult with the post holder before doing so.

**Everyone at Sustrans**

**Our values guide us in everything we do:**

* Including everyone
* Having the courage to question
* Acting local, thinking big
* Getting things done, together
* Always learning.
* Sustrans has clear health and safety policies and it is essential that all our colleagues follow these. Very often our teams come into contact with young people through schools work or community engagement so it is everyone’s responsibility at Sustrans to comply with our Safeguarding policies.
* One of our key strategic goals is to be a charity “for everyone”, building a more diverse and inclusive Sustrans. We recognise there is much more we can do to bring together diverse life experiences and voices to enable us to more fully understand, access and represent the communities we work in. Everyone at Sustrans should support this goal and follow our Equality, Diversity and Inclusion policies and procedures.
* Sustrans asks that all our employees develop their skills, knowledge and experience through training and personal development activities. Sustrans will support you with clear objectives and a supportive management culture - our teams tell us that one of the great things about working for Sustrans is the learning and knowledge sharing opportunities.
* It is very important that our colleagues are happy and able to work with IT systems - we use Microsoft programmes and other databases every day (we will train you on our bespoke systems).
* It is also important that everyone at Sustrans supports and follows with the charity’s guidance on branding/key messages and contributes towards raising Sustrans’ profile.
* Everyone at Sustrans is required to work their contracted hours and record their time – if extra hours are worked then we can take time off in lieu.­
* We ask that everyone in Sustrans helps us to develop new opportunities for funded work and builds excellent relationships with our delivery partners and stakeholders.
* Two of our values are *we get things done, together* and *we’re always learning.* Managers often require their teams to get involved in activities that are outside of their job descriptions as we feel this is one of the ways you can learn on the job, develop new skills, make new contacts and progress your career with Sustrans.