

## Job Description – Training Advisor

### The Role and Key Responsibilities

The Training Advisor is responsible for the effective delivery, assessment and verification of high quality, work based learning and apprenticeships programmes, including qualification delivery and assessment, to the Food & Drink Sector

### Reports To

The Senior Trainer

### Location

Primarily home based and with office facilities at Bakers House, Unit 2 Halbeath Interchange, Kingseat Road, KY11 8RY Dunfermline, Fife with National travel depending on client location

### Key Tasks

- ✓ To provide training and assessment programs for candidates across Scotland,
- ✓ To provide accurate record keeping of training records and of operational performance in line with funders requirements.
- ✓ Promote the use of e-learning and paperless systems and meet agreed performance targets.
- ✓ Responsible for ensuring all Health and Safety audits are carried out and reviewed in Sub-contractor premises
- ✓ Inducting, reviewing, monitoring and assessing all trainees undertaking SVQ/IPQ, Modern Apprenticeships or Hygiene or Safety training.
- ✓ Designing, delivering and evaluating training packages.
- ✓ Business development, promoting all services of National Food and Drink Training
- ✓ Contributing to Scottish Bakers projects as directed by the Training and Quality Manager.
- ✓ Supporting colleagues in rapid and accurate response to member queries and contribute to membership care.
- ✓ Any other duties required by Scottish Bakers in the effective & efficient running of the organisation.

<b>Essential Skills and Requirements</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge &amp; Experience</b>	<p>Qualifications Assessor or relevant degree or demonstrable equivalent</p> <p>HACCP Food Safety</p> <p>Knowledge and understanding of vocational work-based learning and training.</p> <p>Experience of working within any of the following (not exhaustive) manufacturing / processing / producing areas of the Food and Drink sectors: Bakery, Retail, Brewing, Drink, Dairy, Meat &amp; Fish or Food Technology.</p>	<p>L&amp;D9DI</p> <p>L&amp;D11</p> <p>Advanced HACCP certificate</p> <p>Advanced Food Safety certificate</p> <p>Experience of developing learning materials and facilitating workplace learning &amp; training</p> <p>Continuous Improvement techniques and systems (Green Belt)</p>
<b>Skills &amp; Competence</b>	<p>Competent in training workshop delivery.</p> <p>Effective communication skills</p>	
<b>Other Attributes / Characteristics</b>	<p>Committed to promote equality and diversity.</p> <p>Can contribute to an effective safe working environment</p> <p>Understands and actively demonstrates daily behaviours becoming of the Values of Scottish Bakers</p>	<p>A track record of action to promote equality and diversity.</p> <p>A current clean driving license.</p>