



The Ridge Foundations
40A High Street
Dunbar
East Lothian
EH42 1JH

Job description

Employability Trainer

General

The Ridge Foundations CIC is a trading subsidiary of the Ridge SCIO - a Dunbar-based charity, whose work includes the delivery of training in practical skills. We aim to support more local people to realise their full potential, by helping them become employable in key sectors including Construction, Horticulture/Rural Skills and Hospitality.

We work with a range of age groups, from school pupils to unemployed adults, offering diverse learning opportunities, many of which are certificated, including via the Scottish Qualifications Authority (SQA). (The Ridge is an SQA-accredited centre). In delivering these courses, we collaborate closely with key stakeholders, including East Lothian Council, Jobcentre Plus, Historic Environment Scotland, Edinburgh College, and the Construction Industry Training Board.

The Ridge Foundations CIC (TRF) is a Construction company social enterprise, wholly-owned by the Ridge SCIO, offering Modern Apprenticeships and other training in traditional skills, which opens up opportunities for supported training and employment for those who would otherwise struggle to access either.

We have recently expanded our team of trainers, and the range of training we offer. There are opportunities to further expand provision, building on existing experience and relationships. As a senior team member approaches retirement, it is vital that knowledge and connections are passed on, to sustain the quality and reach of future delivery.

This is an exciting opportunity to help the Ridge move forward, with much potential for the role to develop, and to be part of the wider development of the Ridge's own evolution as an organisation. A key feature of this role will be to assimilate existing knowledge, alongside the delivery of employability training to both young people and adults. There may be scope for the role to develop over coming months, but the initial scope will be limited to this dual function.

Duties

- To deliver adult Employability training courses, which may include the development/use of digital materials
- To deliver Employability elements of the Construction NPA (National Progression Award) courses for school pupils currently undertaking practical courses with the Ridge
- To work with the Training Manager to oversee apprentices' qualifications (liaison with CITB, Edinburgh College and Ridge trainers)
- To work with the Training Manager to establish and build on relationships with key stakeholders
- To keep accurate records
- To ensure compliance with all Health and Safety issues relating to training activities

- To work with the Training Manager to develop feedback and self-evaluation tools for course participants and oversee their use/collation and reporting of results
- To work with the practical skills trainers and SQA Coordinator to ensure effective/compliant assessment and verification of all certificated courses
- To gain understanding of and work towards development of necessary skills to oversee CPD provision for Ridge staff, in particular the Ridge Foundations team's training via CITB-funded provision
- To contribute to the creation of an accessible resource, reflecting the detail of the role of Employability Trainer, which can be used by any future team members to fulfil aspects of that role
- To have a flexible approach, which embraces and contributes to the development of this short-term role and will help to formulate the make-up of subsequent team design

	ESSENTIAL	DESIRABLE
Experience of training or teaching	X	
Enthusiasm for working with young people	X	
Commitment to supporting those facing challenges	X	
Experience of employability training	X	
Experience of delivery of SQA qualifications or similar		X
Internal Assessor/Verifier qualifications		X
Good team-working	X	
Excellent people skills	X	
Experience of developing new courses		X
Good standard of digital literacy	X	Experience of G-Suite
Excellent organisational skills	X	
Enthusiasm for non-school learning environment	X	
Passion for education in its broadest sense	X	
Experience of working with young people with additional support needs		X
Experience of Google Classroom		X

The successful candidate will need to be cleared to work with children and vulnerable adults, via a PVG application.