



Overview

As a member of the Training Academy this role will provide learning and development support across the organisation.

The main purpose of this role is to assess the qualifications Cornerstone is accredited to deliver. A key part of this role will be to create training course content, update and deliver the necessary training and qualifications to a high standard through the SQA Accredited Centre. Delivering training to ensure the excellent reputation of Cornerstone as an SQA provider is maintained both internally & externally.

We need you to:

- Assess candidates in various disciplines through regular contact
- Fully utilise technology such as SKYPE, EPortfolio, Microsoft Teams, Live Chat etc. to minimise face-to-face interactions and to ensure work meets the required national standard
- Take responsibility for keeping accurate records of candidates and assessors progress
- Use own initiative to encourage candidates to meet SVQ standards, agreed deadlines and organisational targets
- Work flexibly in order to meet customer requirements
- Work as part of a team to ensure E-learning and Classroom courses fit with a blended approach to L&D delivery
- Liaise with colleagues and external agencies to develop and review Cornerstone Approved Centre Standards and documentation to ensure standardisation is in line with National Standards
- Assist the Training Academy Lead to meet strategic objectives
- Attend, participate or facilitate learning and development events as appropriate, representing Cornerstone at local and national level
- Contribute to the development of training courses as appropriate to ensure materials are linked to SVQ standards
- Provide support to staff members to enable them to complete their SVQ within the designated timescale
- Actively participate in team meetings on a regular basis, taking minutes and chairing as appropriate
- Liaise with the Training Academy Lead regarding the Cornerstone Learning and Development plan, supporting the organisation to achieve the overall strategy
- Contribute to the review of Training Academy processes and procedures, identifying areas of improvement
- Maintain a full understanding of Training Academy procedures and processes in order to support, guide and advise staff members
- Be involved in project work as delegated by the Training Academy Lead
- Achieve your Key Performance Indicators (KPI) on a monthly basis.
- Maintain a full understanding of appropriate SVQ units and standards
- Ensure awareness of any updates regarding SVQ units and standards, and that these updates are effectively communicated to candidates and assessors
- Ensure meet SSSC requirements in relation to delivering qualifications.
- Carry out any other duties relevant to the post



Key ingredients of your role are to:

Our customers

- Be passionate about the delivery of great people development and support focused on helping colleagues to be the best they can be
- Have a relentless desire to do the very best you can to ensure that our internal and external customers receive the highest quality of service
- Be flexible and responsive to each individual's needs
- Always make decisions that are in the best interests of Cornerstone
- Maintain enthusiasm and drive in achieving our aim

People we employ

- Recognise individual strengths and work together to ensure an effective, collaborative approach
- Share your knowledge and expertise with your team and the wider organisation, contributing to a motivated, proud and empowered culture
- Be welcoming and accessible to colleagues and take time to hear, see and recognise their contribution and points of view
- Have a positive attitude, be excited about working in an empowered culture and always seek to solve problems and remove obstacles
- Encourage and support new ideas brought forward by your team and colleagues in the wider organisation
- Communicate brilliantly with everyone

Partnerships

- Always promote the culture, ethos and purpose of Cornerstone
- Establish, develop and maintain strong relationships with external contacts, corporate & community partnerships and stakeholders
- Nurture an external network that benefits the organisation and ultimately the people we support
- Keep up to date with changes made to SQA awards and people development strategies within the care sector
- Get involved projects to influence future content and delivery methods

Culture

- Ensure Cornerstone's Values are embedded and reflected in all you do
- Create and contribute to an environment where creativity and excellence thrives
- Be responsible for your own personal and professional development
- Use your pioneering spirit to inspire everyone around you



Operating model

- Keep systems and processes as simple as possible to free up your colleagues to focus on the people we support
- Always trust that your colleagues will do the right thing and act in the best interests of Cornerstone

Technology

- Effectively use and embrace technology to enhance the effectiveness of the service you and your team deliver
- Explore new technological opportunities that will compliment and enrich the service you and your team deliver

Person Specification

It's desirable that you will have obtained at least one of the following but we are more interested in your experience, your values and your attitude than we are your qualifications:

- Advanced higher, HNC, SCQF Level 7 in Health and Social Care or equivalent
- Relevant Assessor Qualification.
- Relevant Internal Verifier Qualification.
- Certificate in training practice SCQF level 7
- SCQF Level 8 in Management or equivalent

We need you to bring:

- A passion for delivering excellent person centred support
- Brilliant communication skills; both written and verbal
- A positive attitude to problem solving
- Ability to work on your own initiative
- Ability to work collaboratively as a helpful, positive member of a team
- Confidence in the use of technology
- Excellent language and numeracy skills
- An understanding of working in an empowering, self-managing, coaching culture
- Excellent planning, organising and time management skills
- A caring and professional attitude
- Ability to respond flexibly to emerging and changing circumstances

It would be great if you also have:

- Knowledge and understanding of Social Work principles
- Previous experience of working in a social care setting
- Experience of working in an empowering, self-managing, coaching culture
- A sound understanding of professional accountabilities and responsibilities