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# Craft Skills Training Officer

**Closing Date: Wednesday 1 May 2024, midday**

**Expected Interview Date: 13 May 2024**

## **Recruitment Reference:**

HES/24/079

## **Starting Salary:**

£32,110 per annum

## **Salary Range:**

£32,110 - £37,874 per annum

## **Pay Band:**

C

## **Directorate:**

Cultural Assets

## **Location:**

Elgin

## **Line Manager:**

Graham Campbell,  
Craft Skills Training  
Centre Manager

## **Contract Type:**

Fixed Term  
Appointment to  
31/03/25

## **Working Hours:**

35 hours per week

Thank you for your interest in the post of Craft Skills Training Officer with Historic Environment Scotland, based in Elgin. This is a fixed term, pensionable appointment.

The Technical Education and Training team is charged with developing and supporting traditional building skill throughout Scotland. As part of the Elgin Conservation Centre Team, you will be responsible for supporting and training the next generation of stonemasons and keeping this vital skill required in the care of our historic built environment alive.

## **About us**

We are the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education, and environmental protection. We're at the forefront of researching and understanding the historic environment and addressing the impact of climate change on its future. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance. We have a People Strategy, which is an overarching strategy to ensure we support and develop staff within the organisation.

## **Our Vision**

Our vision is that Scotland's historic environment is cherished, understood, shared and enjoyed with pride by everyone.

## **Our Priorities**

- The historic environment makes a real difference to people's lives
- The historic environment is looked after, protected, and managed for the generations to come.



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- The historic environment makes a broader contribution to the economy of Scotland and its people
- The historic environment inspires a creative and vibrant Scotland
- The historic environment is cared for and championed by a high performing organisation.

## Overview of the post and information about the team

Technical Education and Training (TET) is a multidisciplinary team that delivers across 4 areas of operation: Vocational Training Programmes, Academic Training Programmes, Training & Qualification Development and Programme Management & Quality Assurance.

TET, part of the Cultural Assets Directorate (CA), provides leadership in the sector in championing knowledge, skills and materials as being key to sustaining Scotland's cultural heritage assets. We expand our collective knowledge and expertise through research and applied projects that set standards & provide learning outcomes. We are innovative in outlook and approach, and embrace the opportunities provided by digital technology, whilst using our traditions to provide innovative solutions to today's problems. We enable better stewardship through sharing our knowledge, skills and expertise through training, education, outreach and engagement, and through learning with and from others.

The post of Craft Skills Training Officer supports apprentices and learners across Scotland. This post will be based at the Elgin Conservation Centre.

The post holder will work with outside organisations, companies, and individuals to recruit deliver and assess qualifications. Your duties may involve travelling long distances which may include some overnight stays. You will also be given the opportunity to work towards Assessor and Internal Verifier qualifications, along with other CPD opportunities.

## Key responsibilities, duties, and objectives

- Deliver Scottish Qualification framework of stonemasonry training to apprentices both internal (working for HES) and external (working for external contractors)
- Support and deliver training to apprentices whilst they are attending the Elgin Conservation Centre on block release
- Ensure the safeguarding of all students
- Ensure all health and safety requirements and regulations are met
- Ensure all quality assurance processes and procedures are adhered to



- Liaise with the Scottish Qualification Authority, Construction Industry Training Board, external contractors, colleges, and other training centres and represent HES on industry discussion forums
- Monitor and assess apprentices in the workplace and on external placements with contractors, colleges, and training providers throughout Scotland
- Participate in outreach events, hands on training, seminars and conferences, as required

## Post Competencies

You will be assessed against these competencies during our selection process.

### **Core Competencies:**

- Delivering excellent Service – Demonstrating a commitment to quality services
- Teamwork - Contributing to and supporting working together
- Planning and Organising - Putting plans and resources in place to achieve results
- Communication - Communicating appropriately and clearly
- Knowledge & Expertise - Applying and developing knowledge and expertise to achieve results - (See below for specific criteria)

### **Management Competencies:**

- Achieving results - Focusing on the delivery of objectives
- Leading your team - Leading and developing people

## Knowledge, skills, and experience

You will be required to demonstrate that you meet the requirements and qualifications below as part of the selection process.

### **Essential requirements:**

- [SCQF](#) level 6 Stonemasonry or equivalent
- Advanced Craft Stonemasonry
- Full UK driving licence - you will be required to travel to remote sites and public transport might not be an option in some of these locations.
- Satisfactory completion of Protecting Vulnerable Groups (PVG) assessment.
- Achieved or be prepared to work towards the L & D 9 & 11 qualifications.
- Experience of working in the construction/heritage sectors.
- Knowledge of computer packages such as Word and Excel.

### **Desirable requirements:**

- Understanding of current SQA qualifications
- Working with apprentices and/or other learners



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- Experience of working in a training environment
- Understanding of current industry standards relating to stonemasonry within a site environment.
- Knowledge of an electronic portfolio package for assessment of apprentices' achievement.

## **Qualifications**

SVQ Level 6 or equivalent qualification in Stonemasonry  
Advance Craft Qualification in Stonemasonry  
Full UK Driving licence



## What we offer

We welcome applications from all nationalities, ensuring that they have the right to work in the UK and applying for a job with us could open the door to a unique work environment. It could also give you job satisfaction and excellent development opportunities, plus a competitive salary, 25 days paid holidays (rising to 30 days after 3 years' service) and 11.5 public holidays a year – pro rata for part time staff.

In addition, we offer a great benefits package to our employees which includes:

- flexible working hours (where appropriate)
- special leave
- maternity/paternity leave
- adoption leave
- reimbursement for relevant professional subscriptions
- support for further education and personal development
- study leave for work related courses
- access to a learning resource centre

## Health and welfare

We offer you access to:

- our Employee Assistance Programme – for confidential advice and counselling
- an occupational sick pay scheme
- access to a free Headspace membership
- discounts at some local authority leisure facilities
- interest free loans for bicycles and annual travel passes (see 'season ticket' below)
- reasonable adjustments when needed, as part of our Equalities policy

## Staff discounts

You will receive:

- free entry to all of our properties (with up to three guests)
- free entry to English Heritage, Manx and Cadw properties
- 20% off purchases in our retail outlets

## Season tickets

You can receive an advance to help with the cost of buying an annual season ticket for travel between home and work. The advance is then repaid from your salary over the life of the season ticket. Available to all permanent and fixed-term staff.



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## How to apply for this post

You can apply on-line by visiting our website at <https://applications.historicenvironment.scot/intranet/>.

Guidance on completing the application can be found in the 'Guidance notes for applicants' document, also available at the above website, which we recommend that you read, in conjunction with this Job Description.

Your application must arrive by the advertised closing date. Please note that when applying online, we will only be able to see your application once you fully submit it.

If you are unable to complete an online application form, please email [recruit@hes.scot](mailto:recruit@hes.scot), quoting the job title and recruitment reference, and we will arrange for an application form to be sent to you.

Please note that, as we operate an electronic recruitment system, we will contact you via the email address that you provide in your application to inform you of the outcome of your application.

For further information about the post, please contact Graham Campbell, Craft Skills Training Centre Manager, by email at [graham.campbell@hes.scot](mailto:graham.campbell@hes.scot)

We welcome all applicants from under-represented groups within HES. We know from our [equality monitoring](#) that we need to increase our diversity in terms of ethnicity and disability. We also want to address occupational areas where the ratio is disproportionately in favour of women or men. We ask all applicants to complete the Equality Monitoring section of the recruitment paperwork to help us pursue a diverse and inclusive workforce. In support of our Gaelic language plan we welcome applications from Gaelic speakers.

Human Resources, Historic Environment Scotland