

THE LARDER

TRAINER/ASSESSOR INFORMATION PACK



The Larder West Lothian
Registered Charity SC042554
Company Number SC404466
www.thelarder.org



**Fighting Poverty and Hunger
with Dignity.**

**We recognise that education is
critical and food is empowering
in supporting disadvantaged
people to transition from
surviving to thriving.**

**We solve tomorrow's problems,
today.**

ABOUT THE LARDER

The Larder is committed to creating a more equal and just Scotland through the alternative economic model of social enterprise and calling for a Scotland without poverty, where everyone has the opportunity to achieve their full potential and the right to food is enshrined in Scots law.

We are a social enterprise that combats poverty and hunger, through 4 key strands:



01. TRAINING

for young people and adults who experience complex and multiple barriers to reaching their full potential.



02. SOCIAL FOOD

providing dignified responses to food insecurity and making sure no-one in West Lothian goes hungry



03. ENTERPRISE

projects that create solutions to social problems, improving life chances, the creation of living wage jobs and generating surplus to support the charitable aims of the organisation.



04. CAMPAIGNING

working with other charities to call on Governments for systemic changes that will eradicate poverty in Scotland .

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It is our mission to empower the most disadvantaged children, young people, adults and communities to improve their life chances, through access to learning and good food.

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MISSION

OUR VALUES

We live and breathe the values of Transformation, Compassion, Collaboration, Honesty and Quality, embedding these into every aspect of our organisation.



TRANSFORMATION

We believe in the power of learning and food to create change for individuals



COMPASSION

We make every effort to understand the feelings and emotions of every one of our beneficiaries.



COLLABORATION

We recognise the importance of working with others to achieve change



HONESTY

We act with honesty in leadership, decision making, policies and practice



QUALITY

We provide high quality services supporting those most vulnerable in society.

ROLE PROFILE

Job Title:	Trainer/Assessor
Reports To:	Interim Training Team Lead
Contract:	Fixed Term Contract for one year to cover maternity leave
Hours:	37.5 hours per week, Monday to Friday 8.30am - 4.30pm Flexibility for occasional evenings, weekends and multi site travel is required
Salary Scale:	Grade 6 - £30,944.12 per annum
Location:	Mainly West Lothian but other locations may be required

Closing Date: Friday 14th November

Shortlisting Date: Monday 17th November

Interview Dates: WC 24th November

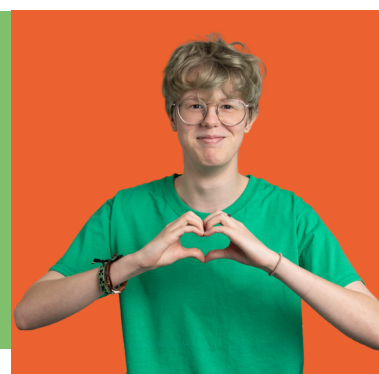
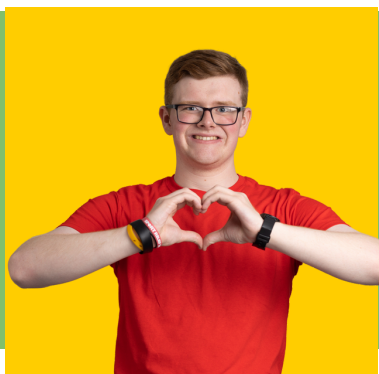
About The Larder

The Larder West Lothian is a values-driven social enterprise and charity tackling poverty and inequality by empowering people through learning, skills development, and meaningful work opportunities. Central to our approach is a human-rights-based philosophy: every learner has the right to access high-quality training, to be treated with dignity and respect, and to realise their full potential.

We deliver Strengths based and needs led learning and vocational training across multiple sectors, including hospitality, health & social care and customer service and integrate this learning with our wider services, from community projects to social enterprise initiatives. This approach ensures learners gain confidence, practical skills, and real work experience while accessing the support they need to thrive.

Our training programmes are funded through a mix of grant-funded projects and contracts in schools, community settings, and with employers across West Lothian and wider Scotland. We measure success by positive, sustained outcomes, helping learners progress into meaningful employment, further education, or other opportunities that enhance their autonomy, wellbeing, and life chances.

Joining The Larder means being part of a passionate, values-led team committed to innovation, social impact, and creating learning environments where everyone can succeed – regardless of their background.



JOB DESCRIPTION

Role Profile - Trainer/Assessor

The Larder delivers a range of training, employability and youth justice programmes in West Lothian and other local authority areas, supporting young people and adults with complex barriers to take their next steps into training, learning, or work. Delivery takes place in our bespoke Training Academies in Livingston, in schools, and in community settings, across a range of local authorities. It is envisaged that delivery will initially be based in West Lothian with potential delivery in neighbouring local authorities.

Our approach is strengths-based and human rights-informed, recognising that everyone's circumstances are different and adapting our courses to meet individual needs. We support learners to identify their strengths, build confidence, overcome barriers, and move into positive destinations, when the time is right for them. We value the dignity, rights, and agency of each learner, including those with additional support needs and neurodiverse learners, and we work to ensure that all learners can fully participate and have their voices heard.

The Trainer/Assessor role is central to this mission. You will design and deliver high-quality, inclusive learning experiences, support learners to develop skills and confidence, and guide them toward qualifications and sustainable outcomes. You will adopt a solution-focused approach, empowering learners to make informed choices and achieve their potential.

As part of The Larder team, you will:

- Manage the learner journey from nomination to progression, ensuring a positive, learner-centred experience.
- Deliver engaging, inclusive sessions tailored to learner strengths, needs, and aspirations, in line with curriculum and programme requirements.
- Support learners with personal, social, and employability skills development.
- Create safe, trauma-informed, and accessible learning environments that foster participation, respect, and wellbeing.
- Build supportive relationships with learners of all ages, adapting approaches for additional support needs, neurodiverse learners, and those facing complex barriers.
- Ensure learner voice is central through feedback, evaluations, and active participation in their learning journey.
- Gather, record and analyse outcomes and evidence of personal and social impact to reflect the transformative effect of The Larder's programmes and feed this into service improvement.
- Evaluate all programmes and feed this into service improvement and impact reports
- Promote understanding of learners' rights and support self-advocacy, ensuring fairness, dignity, and empowerment in all interactions.

Quality and Standards

- Carry out SQA assessment and where appropriate, verification, across relevant programmes, ensuring compliance with qualification frameworks and supporting learners to achieve.
- Monitor learner progress against agreed targets, providing timely interventions to maintain retention, achievement, and progression.
- Complete accurate and timely learner documentation, including ILPs, progress reviews, attendance, certification, and health & safety checks.
- Maintain learner data and reporting systems (CRM) to meet funder and contractual requirements.
- Work with the Training Team Lead on curriculum development and continuous improvement.
- Integrate inclusive and human rights-informed practice into all quality and assessment processes.
- Be mindful of safeguarding responsibilities and carry out safeguarding procedures where necessary.
- Participate in appropriate team and standardisation meetings to ensure continuous improvement and successful learner experiences.

Partnerships and Progression

- Develop and maintain constructive relationships with families, carers, schools, colleges, employers, and other partners to support holistic learner progression.
- Collaborate with the wider team to secure high-quality placements and job opportunities aligned with learner aspirations and local skills needs.
- Ensure employer opportunities are safe, inclusive, and meaningful, reflecting learners' individual strengths and development goals.
- Represent The Larder positively with nomination agencies, funders, and stakeholders, advocating for the rights and potential of learners.

Leadership and Self-Management

- Act as a positive role model, demonstrating professionalism, reliability, respect, and a commitment to human rights in all interactions.
- Manage workload effectively, balancing caseloads, delivery, and reporting responsibilities.
- Take responsibility for personal CPD, engaging with ongoing training and professional development to strengthen practice.
- Share best practice and support team development, embedding trauma-informed, solution-focused, and rights-based approaches across all delivery.
- Promote equality, diversity, safeguarding, and wellbeing in all aspects of work.
- Support occasional evening and weekend activities and work flexibly across delivery locations as required.

Staff Benefits:

- 29 days leave (inclusive of public holidays)
- 2 Health and Wellbeing days each year
- Company pension contribution of 3% (under review)
- Company sick pay scheme
- Opportunities to shape the future work of the organisation
- Access to company health and well being support
- Commitment to continued professional development

Role Details

- PVG will be required for the role
- Full UK driving licence and willingness to use own vehicle for work travel when required

To apply for the post, please send a tailored CV and covering letter to the post to recruitment@thelarder.org

The covering letter should be no more than one A4 side and should set out why you want to work with The Larder, expanding on the specific skills that you would bring to the post and how they connect with our values.

Requirements	Essential	Desirable	Method Of Assessment
Qualifications/ Training	• Educated to degree level in Community Learning and Development/relevant teaching/training qualification or equivalent experience. • Assessor and/or Verifier Awards (SQA).		CV and qualifications review
Knowledge and Experience	• Proven experience of delivering training within the SQA framework. • Understanding of employability and vocational training in Scotland. • Experience of working with learners facing barriers to education or employment.	• Experience of delivering training across multiple sectors (hospitality, health & social care, customer service, etc.) and/or able to bring skills knowledge and experience of other sectors • Safeguarding training and experience • Experience of recording and managing learner progress data. • Experience of working in a social enterprise or charity setting.	CV and Interview
Skills	• Ability to create inclusive, trauma-informed learning environments. • Strong communication, organisational, and interpersonal skills.		CV and Interview
Personal Attributes	• Commitment to safeguarding and promoting learner wellbeing.	• Full clean driving license	CV and Interview

THE LARDER

Kirkton House
1 Allen Rd
Livingston
West Lothian
Scotland
EH54 6TQ

recruitment@thelarder.org
01506 412819

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@LarderTraining



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