PERSON SPECIFICATION AND ROLE DESCRIPTION

Associate SVQ Assessor

**Assessment fees offered on a per candidate basis,   
paid at two completion milestones.**

**Hours are flexible (all SVQ assessment is currently offered remotely).**

**PERSON SPECIFICATION**

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|  | **ESSENTIAL** | **DESIRABLE** |
| KNOWLEDGE | SVQ delivery  Health and Social Care Standards  SSSC Codes of Practice  Legislation  SQA requirements | Drug and alcohol awareness |
| EXPERIENCE | Min 3 years in a Social Care/Support role  SVQ delivery  Supervision  Work to timescales | Min 2 years in a Senior  Teaching/training role |
| QUALIFICATIONS | Registrable qualification acceptable to SSSC  D32/33 or A1 or L&D9Di |  |
| ATTRIBUTES / JOB RELATED SKILLS | Supportive and adaptable to candidate support needs  Organised with strong administrative skills.  Flexible  Committed to Continued Professional Learning  Able to work independently.  Strong written and verbal communication  Confident in using and able to conduct SVQ assessment using virtual methods, e.g. via MS Teams / Zoom etc. | Car driver |

**ROLE DESCRIPTION**

**Key aims are**:

1. Assess SVQ HSC candidates as selected by SDF.
2. Adhere to SQA and SDF SVQ Policies and Procedures.
3. Adhere to the Assessment Strategy.
4. Attend meetings with Internal Verifier as required.
5. Produce monthly reports on candidate progress.
6. Ensure all candidate documentation is passed to Internal Verifier timeously.
7. To meet candidates on a regular basis.
8. Undertake and record CPD in line with Assessment Strategy requirements.
9. Maintain a caseload of candidates that meets the target agreed with the Internal Verifier.
10. Carry out regular visits to candidates ensuring that each candidate is provided with sufficient opportunity to achieve his/her Award by the expected end date.
11. Work with candidates to negotiate individual candidate goals in accordance with the review process.
12. Manage, support and motivate candidates.
13. Tailor assessments towards candidates’ needs.
14. Liaise with Internal Verifier about any candidates failing to meet their targets.
15. Champion, promote and support equality for staff and candidates and to implement SDF Equal Opportunities Policy.

16. To support the aims and objectives of the Scottish Drugs Forum:

To demonstrate an awareness and commitment to the ethos and objectives of SDF. It will involve a partnership approach that supports communication, membership activities, such as policy consultations, seminars, internal working groups and also marketing the delivery of training to ensure good attendance at events.

Other key activities will include maintaining and developing existing mailing lists, identifying training stakeholders, developing advertising materials and promoting events.

**Wider responsibilities** – Take responsibility, along with other staff members, to ensure that operational policies are observed. Carry out other duties as requested by senior staff, as appropriate to this post. This will include active participation in supervision, appraisals, and team meetings and to accept responsibility for identifying and meeting professional development and training needs as part of an ongoing process. In a membership organisation it is important to establish good external relationships with a range of SDF stakeholders.

This job description is intended to outline the post at this stage of development. It is not an exhaustive list, and it is recognized that jobs change and evolve over time. Post holders will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job, and to respond positively and flexibly to changing organisational needs.