

SCOTTISH TRAINING FEDERATION

VACANCY FOR CHIEF EXECUTIVE

SEPTEMBER 2026



The Board of STF seeks suitable applicants for the following post:

Part-time Chief Executive (3 days per week). Home based.

Main aspects of the role:

- To represent the interests of STF member organisations in Scottish Government policy development.
- Lobby key stakeholders including Skills Development Scotland, Scottish Funding Council, Qualifications Scotland and Scottish Government to ensure that STF member interests are promoted.
- Raise the profile of STF through active business development aimed at increasing membership subscriptions.
- To develop relationships with a wide range of stakeholders operating in the broader skills and learning landscape.
- Preparing consultation feedback on behalf of members.
- Maintaining regular communication with STF members via web site, newsletters and meetings.
- To organise members events, both in person and online.
- To support members with contractual and other issues.

Qualities required:

- Comprehensive experience of work-based learning, including apprenticeships and employability support programmes.
- Knowledge of the current skills / training political and funding landscapes and an understanding of how to effectively support and promote the views of training providers.
- Experience of delivery practice and management of a work-based learning provider business
- Full understanding of funding bodies, awarding bodies and other Stakeholders
- Ability to communicate well, written and oral
- Experience of using communication platforms such as web sites and social media for promotion and information purposes.
- Capacity to actively contribute to policy and articulate industry opinion
- Ability to identify issues and challenge policy on behalf of the industry
- Ability to actively promote the benefits of STF membership and increase membership subscriptions.
- Excellent communication skills and the ability to work with a wide range of stakeholders including Scottish Government Ministers.

Hours of work/work pattern

The hours of work will be 24 hours each week. The spread of hours across the working week will be agreed with the Chair and Board.

Please note it is expected that some unpaid overtime will be worked in connection with this post. The post may involve attendance at evening events which will not constitute part of the 24-hour working week

Salary

Circa £35,000, plus pension, depending on skills and experience.

Applications

Please send CVs and covering letter to: info@stf.org.uk

Closing date

The closing date for applications is Monday 28 September 2026.