

Care Skills Partnership Project Manager Job Description – April 2026

Post Title: Project Manager – Care Skills Partnership

Reports to: Care Skills Partnership Project Team

Location: Hybrid Working across Scotland hosted by Edinburgh College

Contract Type: Fixed-term, 2 years (0.5 FTE)

Salary: £80,000 FTE (£40,000 pro rata per annum)

Hours PW 17.5 hours per week (flexible)

Purpose of Role

The Project Manager will lead the establishment and delivery of the Care Skills Partnership, ensuring effective collaboration between the college sector, Scottish Government, NHS Education for Scotland (NES), Scottish Social Services Council (SSSC), and Health and Social Care employers.

The role will focus on improving digital literacy across the social care workforce and progressing innovation in care roles, such as the Care Technologist.

Given the focus on developing national solutions to Health and Social Care skills challenges through the Care Skills Partnership, the role can be progressed on a remote basis to and applications would be welcome from across the college sector regardless of geographic location.

Key Responsibilities

Strategic Leadership & Coordination

- Lead the implementation of the Care Skills Partnership hub-and-spoke model across the college sector.
- Provide strategic direction, ensuring alignment with Scottish Government, NES, and SSSC priorities.
- Manage relationships with stakeholders including colleges, health and social care partners, and agencies.
- Oversee the development and delivery of the SCQF Level 6 Digital Literacy Unit across colleges.

Programme Delivery

- Develop and manage project plans, timelines, and budgets.
- Oversee CPD design and delivery for college lecturers (train-the-trainer approach).
- Coordinate exploration of the Care Technologist role, including mapping skills pathways and employer engagement.
- Ensure equity of access to training across Scotland (urban, rural, and remote colleges).

Monitoring & Evaluation

- Establish performance metrics and success criteria in line with proposal objectives.
- Track and report on progress, impact, and outcomes to the Stakeholder Forum and funders.
- Commission and manage external evaluation to evidence outcomes and legacy.
- Provide comprehensive reports to partnership board

People & Resource Management

- Line-manage project leads (Social Care Practitioner and Digital Integration Lead).
- Ensure effective collaboration across college curriculum teams.
- Oversee project resourcing, including website and cross-sector CPD funding.

Sustainability & Legacy

- Engage stakeholders early to plan long-term sustainability beyond the initial funding period.
- Ensure knowledge transfer and embedding of skills within colleges for ongoing delivery.
- Promote innovation and best practice sharing across the sector.

Person Specification

Essential

- Significant leadership and project management experience in education, health, or social care.
- Strong understanding of Scotland's college sector and Health & Social Care workforce needs.
- Knowledge of digital literacy in education and/or care settings.
- Proven ability to manage complex, multi-stakeholder projects with national impact.
- Excellent communication, influencing, and partnership-building skills.
- Strong financial and resource management experience.

Desirable

- Experience of curriculum development at SCQF levels.
- Knowledge of workforce planning and innovation in Health and Social Care.
- Familiarity with government agencies such as NES, SSSC, and Scottish Government directorates.
- Experience of designing and implementing CPD programmes.

Key Relationships

- Colleges Scotland / Hosting Institution
- Scottish Government
- NHS Education for Scotland (NES)
- Scottish Social Services Council (SSSC)
- Scottish Care and employers in Health & Social Care
- Vice Principals Curriculum Network and Curriculum Leads in colleges

Why Join Us?

This is a rare opportunity to play a central role in supporting Scotland's colleges at a strategic level, working with senior leaders to progress a Care Skills Partnership as a new delivery model in the college sector. The role will also oversee the delivery of a Digital Literacy Unit funded by strategic

investment from the Scottish Government into the college sector, offering the potential of a sector changing approach, whilst raising the role and profile of the college sector at a national policy level.

You will be working with a collaborative and purposeful project team, with the chance to make a real impact on a national level for the college sector delivering against a vital agenda for the Scottish Government and the following success measures for the sector:

- Delivery of the Care Skills Partnership Model and Digital Literacy Unit
- Enhanced Health and Social Care Stakeholder Engagement
- Increased College Sector CPD completion rates (To be agreed)
- Wider Health and Social Care Workforce Impact