



Cyber and Fraud Centre Scotland

Job Description

Job title: Head of Skills Academy

The Role

We are looking for our Head of Skills Academy to lead and deliver the strategy of the skills academy for the Cyber and Fraud Centre Scotland by fostering a collaborative and innovative teaching environment.

Key responsibilities

- Accountability for the planning, development and delivery of the academy offerings.
- Leading on embedding the teaching, learning and assessment strategy and developing and implementing quality improvement strategies for the skills academy.
- Identifying strengths and areas for improvements and putting robust plans in place to achieve the required improvements.
- Accountability for ensuring that all curriculum resources used are of high quality.
- Creating and delivering Head of Skills Academy strategy.
- Enabling learners to progress, ensuring they have appropriate support to achieve the desired learning outcomes, improve their knowledge, skills and behaviours.
- Leading on identifying, developing and implementing new curriculum opportunities as appropriate to meet needs.

About you

You will be joining a caring and committed team with a strong sense of purpose.

You will:

- Have a relevant qualification along with hands on experience. You must be accredited/hold a formal training qualification for example: Level 3 Award in Education & Training (AET), Level 4 Certificate in

Education & Training, Level 5 Diploma in Education & Training (DET).

- Have experience in creating and delivering training courses and webinars.
- Have excellent verbal communication and writing skills.
- Be proficient in the use of Microsoft Office.
- Have the ability to prioritise workload with flexibility to meet operational needs.
- Have excellent organisational and time management skills.
- Have the ability to problem solve.
- Have strong attention to detail.
- Work effectively in a team and on your own initiative with minimum supervision.
- Be positive, have a proactive mindset, ready to support a collaborative team.
- Have excellent interpersonal skills.
- Have an understanding of cybersecurity concepts. It is desirable that you have experience delivering cyber related training courses.
- Have the ability to work independently and in a team.
- Be passionate for learning and development.

You must have the right to work in the UK.

More information

Send an up-to-date CV and cover letter setting out your suitability for the role to Kara.McLaughlin@cyberfraudcentre.com. Application deadline: 5pm Thursday 8th January 2026.

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