**Job Description**

**Role Title** Sessional Worker (Adult Learning) – up to three roles

**Conditions** Part-time between 14 and 28 hours per week until 31st March 2020.

**Terms** £18 per hour

**Role Purpose** Deliver activities defined by our Digital Progression project including provision of support and learning programmes to disabled people and carers

**Location:** Home based in Aberdeenshire.

**Disclosure:** This is regulated work and will require a PVG

**Organisation** This post reports to the Regional Development Manager North.

**Responsibilities**

1. Support disabled people, carers and those who experience multiple barriers, with one-to-one tailored support to enable them to improve their life chances.
2. Working to enable learners to progress from one-to-one support into group-based learning and onto further opportunities.
3. Support learners to develop and regularly review individual learning plans and development opportunities.
4. Communicating effectively with referring bodies to ensure learners are engaged and supported and to ease transitions between services.
5. Travel to learners, volunteers and partners as required, including learners’ homes.
6. Maintain effective learner record-keeping processes and project monitoring activities.

**Expected Outcome**

The target number of learners will be supported to undertake and achieve relevant, accessible non formal and formal learning opportunities. Young people, through the catalyst of learning and support will then progress into their chosen positive destinations, sustain their learning and ultimately take steps to improve their lives, with a positive impact on their families and communities.

**Person Specification**

**Post Title: Sessional Worker**

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|  | **Essential** | **Desirable** |
| **Education/ Qualifications/ Training** | * Can demonstrate having good or very good digital skills. * Can demonstrate previous work supporting adult learners in formal and/or informal learning. | * Hold an Assessors Award or have experience of assessing. * CLD experience. |
| **Experience/**  **Knowledge** | * Have previous experience of working with disabled adults experiencing a range of barriers. * Previous experience of working one-to-one with disabled people to gain positive outcomes * Ability to engage participants and support progression * Previous experience of delivering learning programmes. * Understanding and experience of person-centred approaches to service delivery. * Experience of delivering digital skills learning at elementary levels. | * Experience of working in the third sector. * Commitment to continuous professional development. |
| **Skills/**  **Abilities** | * Excellent communication and interpersonal skills**,** * Excellent organisation skills. * Excellent social skills. * Be motivated and able to motivate others. * Active listener. * Holistic approach/non-judgemental. |  |
| **Additional** | * Clear PVG check.   Full driving licence and access to car due to the rural nature of the work |  |

Lead Scotland is an organisation centred on people. As such we support a nurturing and flexible environment for our learners and our staff. We encourage empathy, sensitivity and enthusiasm to ensure our commitment to equality and diversity in everything we do. Your ability to use your initiative to adapt to others’ needs and to bring a calm approach to your professional delivery of learning and support will ensure that your personal attributes are aligned with this role.