# About Lead Scotland

Lead Scotland is a charity supporting disabled people and carers by providing personalised learning, befriending, advice and information services. We have projects across Scotland and a national helpline and information service. Our local services are community and home based, one to one or in small groups so that people have the right support to learn and participate. We support people to build a bridge to reach their ambitions of personal development, learning, volunteering and work. At a national level, we provide information and advice on the full range of post-school learning and training opportunities, as well as influencing and informing policy.

## Lead Scotland Vision

Our vision is of a fair society where disabled people and carers have an equal opportunity to learn, participate and achieve their potential.

## Lead Scotland Mission

To influence change and provide personalised learning, befriending, advice and information services.

## Strategic Goals for 2020 to 2023

• Broaden our range of learning and befriending opportunities

• Enable more disabled people and carers to actively participate within communities

• Extend our local and national coverage

• Strengthen our financial sustainability

## Our values

Equality, Integrity, Openness, Mutual respect, Kindness

## Organisational Context

Lead Scotland operates in the context of a competitive marketplace for educational delivery services and support for disabled people and carers. The organisation is recognised as a leader in the delivery of non-formal and accredited learning and is active in developing new services and products to retain this position. As a charity and company limited by guarantee in the current financial climate, Lead Scotland has to be responsive to opportunity, alive to the financial pressures of the external environment and ready to act quickly and decisively to changes as, or before, they occur. The Learning Coordinator supports the Regional Development Manager North in facilitating engagement with stakeholders to place Lead Scotland at the core of person-centred education provision in Scotland. This involves working in harmony with funders’ requirements and in line with Lead Scotland’s values and responsibilities.

## About the Perth and Kinross Digital Skills Project

The Perth and Kinross Digital Skills Project supports tenants over 16, who are resident in Perth and Kinross and who identify as disabled or a carer or who are experiencing disadvantage, to learn essential digital skills in line with the Digital Skills Framework: Communicating, Handling Information & Content, Transacting, Problem Solving and Staying Safe & Legal Online. We have a network of volunteer Digital Champions who support learners one-to-one or they may be supported by the Digital Skills Learning Coordinator. We can either support people on the digital devices they already own, or we can offer a device loan if they don’t own any equipment. We also provide support for people to access kit of their own through grants if they experience digital poverty.

Our participants will engage in activities structured around supporting them to identify their own outcomes and achieve their aims. The project is focussed on digital skills and during the learning journey we also support essential core skill development including literacy, numeracy, communication, digital skills and improving qualification profiles.

Everyone will have a different learning journey but here is an example of work with one individual on the Perth and Kinross Project to give you a flavour of the role:

* A Council tenant who is disabled and has caring responsibilities was referred by the Job Centre as she needed digital skills to begin looking for work. She wanted tailored one to one flexible support to learn at her pace, managing her initial anxiety. She described herself as a technophobe but realised that she needed to learn digital skills during the pandemic to stay connected and progress looking for work. We loaned her a laptop and matched her with a volunteer to support her to build skills and gain confidence. We supported her to learn how to personalise the laptop settings so that the device was accessible. She learned how to curate a CV, search for jobs, use Zoom, complete council forms and was inspired to also consider online shopping and banking online using simulation programmes. She said, “I am so grateful for the support you and the volunteer have given me. It has truly been life changing for me. Using a computer is something that I never thought I would be able to do. It seemed like another world! But actually, I am really enjoying it and look forward to our meetings each week”.

## About the Learning Coordinator role

Within the scope of responsibilities for this role and the approach described above, applicants should note the following key dimensions:

The role includes dealing with referrals and enquiries from a range of partners and potential learners, visiting eligible referrals, undertaking home visits and registering learners for accredited learning options where possible. As a result of Covid19 we have a hybrid approach of remote and face to face support.

Our Learning Coordinators offer impartial educational guidance through working with each learner to co-create a Learner Action Plan. The learner is supported to be at the helm of their journey towards a positive destination which matches their ambitions. The learning journey includes progression through Lead services as well as signposting and support to access appropriate external partner services. This involves reviewing progress and networking to generate appropriate next steps such as further learning, volunteering and progressing towards work. This will all be delivered within the framework of the above project and with an approach that sees the full potential for every individual and organisational participant.

The role is home-based and offers an excellent and exciting opportunity for structuring workload to fit with demand. Support is provided by the Regional Development Manager South and other Learning Coordinators. Regular meetings of the full, national team further enhance the opportunities for continuing professional development.

**Closing Date: 5pm Monday 10th September 2021. Shortlisted applicants can expect an online panel interview with questions based on the criteria for the post, week beginning 27th September 2021.**