**Job Description**

**Role Title** Perth & Kinross Learning Coordinator

#### **Conditions** Full-time 35 hours per week (28 permanent core project hours plus 7 project hours subject to further funding beyond March 2022)

**Terms** Starts at£22,765 for full-time (scale £22,765 to £25,349); pension; expenses; 25 days annual leave plus 12 days public holidays per annum (pro rata).

**Role Purpose** Deliver activities defined by our Perth & Kinross Project, including provision of digital support and learning programmes to disabled people, carers and those experiencing barriers to work and learning. Work closely with partners and referral bodies to deliver a person-centred service in accordance with agreed objectives for every learner.

**Location:** Home based, Perth and Kinross.

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

**Organisation** This post reports to the Regional Development Manager South and works with colleagues including the Engagement and Fundraising Officer and other Learning Coordinators across Scotland.

**Responsibilities**

1. Deliver and assess both one to one and small group non-formal and accredited learning programmes.
2. Working to enable learners to progress into sustainable, positive destinations, including into work or further learning.
3. Working with partners in delivering a person-centred service to meet learners’ aims and objectives and to meet the outcomes agreed with the project funder.
4. Support learners to develop and regularly review individual learning plans and development opportunities.
5. Communicating effectively with referring bodies to ensure learners are engaged and supported and to ease transitions between services.
6. Adopt an efficient blended approach of remote and face to face activities which includes travel to learners, volunteers and partners as required, including learners’ homes.
7. Maintain effective digital learner and project monitoring activity records Recruit, induct and support volunteers who in turn support learners.
8. Function as part of the regional team and liaise effectively with the national team.
9. Work effectively with Lead Scotland’s stakeholders including Perth & Kinross Council tertiary education providers, funders and partners.
10. Represent Lead Scotland at external events and as part of national consultations.
11. Any other reasonable duties as directed by the Regional Development Manager South or the Chief Executive to ensure that Lead Scotland meets its obligations.

**Expected Outcome**

The target number of learners will be supported to undertake and achieve relevant, accessible non formal and formal learning opportunities. Learners, 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: Learning Coordinator**

|  |  |  |
| --- | --- | --- |
|  | **Essential**  | **Desirable** |
| **Education/ Qualifications/ Training** | * Ability to support people to learn digital skills, qualified or by experience
* Hold an Assessors Award or have experience of assessing learning
 | * Community Learning & Development qualification or experience.
* Volunteer management training
 |
| **Experience/****Knowledge** | * Knowledge and experience of person-centred approaches to service delivery
* Knowledge and experience of working with disabled adults or others who face a range of barriers to learning and/or community engagement
* Experience of supporting people who face barriers to achieve positive outcomes
* Experience of delivering learning both one to one and in groups
* Experience of delivering digital skills learning at elementary levels
* Experience of working in adult education
 | * Knowledge of Perth and Kinross partners and networks.
* Volunteer management experience
* Experience of designing and tailoring learning programmes.
* Experience of supporting people to use assistive technology
* Demonstrated commitment to continuous professional development.
 |
| **Skills** | * Very good digital skills
* Excellent communication and interpersonal skills
* Ability to engage people
* Excellent organisation skills
* Active listener
 | * Ability to recruit and retain volunteers
 |
| **Personal Attributes** | * Holistic approach/non-judgemental.
* Motivated and able to motivate others.
* Commitment to using a person-centred approach
 |  |
| **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.