**Job Description**

**Role Title** Learning and Development Officer

**Conditions** Full-time and initially fixed contract until 31 March 2022.

**Terms** £25,520 to £27,662; pension; expenses; 25 days annual leave plus 12 days public holidays per annum.

**Role Purpose** The flexible provision of support and accessible learning programmes to disabled people, carers, and practitioners alongside supporting staff to work in an agile and creative way across projects.

**Location:** Home based in Scotland.

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

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

**Responsibilities**

1. Support local and national staff by responding flexibly to learner need throughout our areas of operation.
2. Support disabled people, carers, and practitioners, with tailored support to enable them to improve their life chances.
3. Work in an agile way, moving between the delivery of accessible learning opportunities on a one-to-one basis, in small groups and to larger audiences online.
4. Drive engagement of participants and support learner progression.
5. Assist with the growth of our digital learning channels.
6. Assist with the development of our multi-region approach to project delivery.
7. Working to enable learners to progress from one-to-one support into group-based provision through each of the project stages and onto further opportunities.
8. 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.
9. Delivering and assessing non formal and accredited learning opportunities online.
10. Communicating effectively with referring bodies to ensure learners are engaged and supported and to ease transitions between services.
11. Function as part of the regional team and liaise effectively with the national team.
12. Any other reasonable duties as directed by the Regional Development Manager North or the Chief Executive to ensure that Lead Scotland meets its obligations.

**Expected Outcomes**

The target number of participants will be supported to undertake and achieve success in relevant, accessible, non-formal, and formal learning opportunities in accordance with the project definitions. Disabled people and carers, 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. The development of digital learning channels and Lead’s multi-region approach will support our organisation’s business plan in respect of agility, sustainability, and response to opportunities.

**Context**

Lead Scotland is committed to its strategy of reaching more disabled people, carers and those experiencing multiple barriers to learning, education, work and quality of life outcomes, particularly in the post-pandemic environment. Our approach includes being able to offer our commissioners a rapid response to opportunities arising whilst ensuring sustainability of our offer across Scotland. This exciting new role is a key part of that business plan.

**Person Specification**

**Post Title: Learning and Development Officer**

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| **Essential**  | **Desirable** |
| * Can demonstrate learning or education achievement to HN level or above.
* Can demonstrate having excellent digital skills.
* Experience of prioritising and co-ordinating work across more than one workstream.
* Experience of delivering quality work within deadlines.
* Problem solving skills
* Office 365 experience
* 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 non-formal and accredited learning programmes.
* Understanding and experience of person-centred approaches to service delivery.
* Experience of working in adult education.
* Experience of delivering digital skills learning at elementary and more advanced levels.
* Excellent communication and interpersonal skills**,**
* Excellent organisation skills.
* Experience of supporting disabled people or others who are experiencing a range of barriers to learning.
* Excellent social skills.
* Be motivated and able to motivate others.
* Active listener.
* Holistic approach/non-judgemental.
* Clear PVG check.
 | * Hold an Assessors Award or have experience of assessing.
* Understanding of working in the third sector.
* Volunteer management experience
* Previous experience of designing and tailoring learning programmes.
* Commitment to continuous professional development.
* Experience in developing digital learning solutions using online platforms.
* Experience of delivering learning opportunities and events to a range of group sizes online.
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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.