**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
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**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 Learning Services Manager in facilitating engagement with stakeholders to place Lead Scotland at the centre 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 Fife Adult Carers Project**

The Fife Adult Carers Project is funded by Fife Health and Social Care Partnership with digital inclusion at its heart. This project reaches out to adult carers and their supporters to develop relevant digital skills, cyber security, and confidence to support their caring responsibilities.

We will support essential core skill development including literacy, numeracy, communication, digital skills and improving qualification profiles. This, in turn, will support progression towards positive destinations relevant to each individual, enabling them to succeed not only in their caring, but in other desired transitional activities such as college, community learning, employment or volunteering.

Our core approach for every participant is fully person-centred. We do not ask our learners how they would like to learn what we are offering. We ask them what they would like to learn to achieve their outcomes, then we deliver that learning and support. Every time.

**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 from a range of partners and initial enquiries from potential learners, visiting eligible referrals, undertaking home visits, and registering learners for accredited learning options wherever appropriate. 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.

Quotes from previous Lead Digital Inclusion Projects demonstrate the real impact our Learning Coordinators have on Learners:

* *“It's opened up a whole new world for me…. I can now Face Time my brother and nephew and, as I live on my own, I feel less lonely. It's like Christmas has come early! I can't thank Mark (volunteer) and Lead enough!"*
* *“I’m so pleased that with your teaching and guidance I’ve managed to achieve from emails to other tasks. Never thought in this lifetime it would ever happen.”*
* Learner talking about the OU Everyday Computing Skills Course: *“I find when we talk about things on the course, I understand it more and it helps me remember”, “I like problem solving and this really is making my brain work, I look forward to our call each week – it’s the fastest hour of the week, I love it!”*
* Talking about iPad use*: “When you first look at it, it’s all lights and strange symbols and you're terrified to touch anything in case you muck it all up, but actually once you get the hang of it it's really quite straight forward."*

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

Closing Date: 5:00pm Monday 30th May 2022. Shortlisted applicants can expect an online panel interview with questions based on the criteria for the post, in week beginning 6th June 2022.