**Job Description**

**Role Title** Learning Coordinator – Fife Adult Carers Project

**Conditions** Part-time (21 hrs pw) and 12 months fixed term initially.

**Terms** £23,917 (pro rata); pension; expenses; 25 days annual leave plus 12 days public holidays per annum (pro rata).

**Role Purpose** Deliver activities defined by our Fife Adult Carers Project including provision of support and learning programmes to adult carers and supporting staff in Fife. Work closely with partners and referral bodies to deliver a person-centred service in accordance with agreed objectives for every learner.

**Location:** Home based in Fife.

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

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

**Responsibilities**

1. Support adult carers and supporting staff with one-to-one tailored support and small group sessions to enable them to improve their personal digital literacy and confidence.
2. Working to enable learners to employ their digital skills to support their caring responsibilities.
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. Travel to learners, volunteers and partners as required, including learners’ homes.
7. Maintain effective learner record-keeping processes and project monitoring activities.
8. Recruit, induct and support volunteers who in turn support learners.
9. Function as part of the regional team and liaise effectively with the national team.
10. Work effectively with Lead Scotland’s stakeholders including other FE education providers, funders and partners.
11. Represent Lead Scotland at external events and as part of national consultations.
12. Any other reasonable duties as directed by the Learning Services Manager or the Chief Executive to ensure that Lead Scotland meets its obligations.

**Expected Outcome**

The target number of learners in accordance with the project definition will be supported to undertake and achieve relevant, accessible non-formal and formal learning opportunities. 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 employability, their families, and their communities.

**Person Specification**

**Post Title: Learning Coordinator**

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|  | **Essential**  | **Desirable** |
| **Education/ Qualifications/ Training** | * Can demonstrate having very good digital skills.
 | * CLD experience.
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| **Experience/****Knowledge** | * Have previous experience of working with adults experiencing a range of barriers.
* Previous experience of working one-to-one with adults to gain positive outcomes in digital literacy and personalised learning objectives.
* Experience of delivering digital skills learning at elementary levels.
* Ability to engage participants and support progression
* Previous experience of delivering learning programmes.
* Understanding and experience of person-centred approaches to service delivery.
 | * Understanding of working in the third sector.
* Volunteer management experience
* Previous experience of designing and tailoring learning programmes.
* Commitment to continuous professional development.
* Knowledge of key partners in Fife
* Experience of working in adult education.
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| **Skills/****Abilities**  | * Excellent communication and interpersonal skills**.**
* Excellent organisation skills.
* Experience of supporting adult carers and supporting staff who are experiencing a range of barriers to learning.
* Commitment to using a person-centred approach.
* Excellent social skills.
* Be motivated and able to motivate others.
* Active listener.
* Holistic approach/non-judgemental.
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| **Additional** | * Clear PVG check.
* Access to appropriate transport (Full driving licence as applicable) to perform the role
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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.