**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 |

**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 must 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 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 Perth & Kinross Digital Skills Project**

The Perth & Kinross Digital Skills Project will offer phase one of a range of targeted support aimed at the first-time user of digital skills and devices, as part of the Getting Online Perth and Kinross Council Tenants project run by the council. The project’s overall aim is to engage tenants’ use of support and information services, through confidence building, one to ones, tailored programmes, provision of digital devices and bespoke assistance. Lead will engage people with a warm and informal approach to build rapport, evolving to a trusted relationship from which we can support tenants to build self-belief and confidence to overcome barriers to success. We will ask participants what they would like to learn to achieve their outcomes, and then deliver tailored learning and support. We will provide guidance and inspire people to consider the potential of technology to support their goals, particularly for those who are not aware of the benefits of being online. We will go at the pace of each individual with a social practice approach, that is wrapping the service around a context which is relevant for them, accessing council services for example. The participants hence will engage in activities structured around supporting them in developing their personal digital confidence and needs, empowering participants to be supported and informed through face to face, online, and digital means.

**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 Perth & Kinross Council and then managing enquiries from potential participants, visiting eligible referrals, undertaking home or community visits, and registering learners. Our Learning Coordinators offer impartial learning guidance and support through working with each learner to co-create a personalised action plan. The participant is supported to be at the helm of their journey towards a positive destination which matches their aims.

The Learning Coordinator will offer one-to-one tuition to tenants who need more support, offering a confidential space to identify needs and disclose their accessibility requirements. This approach encourages disclosure in our experience, such as literacy and numeracy difficulties, impact of impairment, concerns, etc.

The Learning Coordinator can also offer small group sessions where participants can engage with content from our Everyday Computer Skills course and will tailor the experience to the group’s specific needs.

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 Perth & Kinross and beyond. Regular meetings of the full, national team further enhance the opportunities for continuing professional development.

Closing Date: 5:00pm Monday 20th June 2022. Shortlisted applicants can expect an online panel interview with questions based on the criteria for the post, in week beginning 27th June 2022.