**Job Description**

**Role Title** Learning Coordinator –Perth & Kinross Digital Skills Project

**Conditions** Full time (35 hrs pw) and initially fixed contract until 31 May 2023.

**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 Perth & Kinross Digital Skills Project including provision of support and learning programmes to council tenants in Perth & Kinross who are first-time users of digital skills and devices. This ‘phase one’ work will enable participants to transition successfully to the P&K Council’s Digital Inclusion Programme (Phase two). Work to deliver a person-centred service in accordance with agreed objectives for every learner.

**Location:** Home based in Perth & Kinross with travel (see below).

**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. Supporting Perth and Kinross Council tenants who experience multiple barriers to digital and online activity with one-to-one and small group tailored support to enable them to improve their digital skills and confidence.
2. Working to enable learners to progress from ‘phase one’ of the PKC digital inclusion programme to phase two and the further opportunities it offers.
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 Perth & Kinross Council, who refer learners, to ensure participants are engaged and supported, and to ease transitions between services.
6. Travel to learners’ and volunteers’ communities and to 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 Lead Scotland’s national team.
10. Work effectively with Lead Scotland’s stakeholders.
11. 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**

Working with participants in small groups or one-to-one, with the support of volunteers and the tenants’ peer network, provide the learning and support required to familiarise users with the devices and connectivity provided by PKC. Ensure participants are supported to understand the potential of technology to achieve their outcomes, to build digital confidence, and to access online resources and services safely.

**Person Specification**

**Post Title: Learning Coordinator**

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|  | **Essential**  | **Desirable** |
| **Education/ Qualifications/ Training** | * Can demonstrate having very good digital skills.
 | * Hold an Assessors Award or have experience of assessing.
* CLD experience.
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| **Experience/****Knowledge** | * Have previous experience of working with people experiencing multiple barriers to digital inclusion and/or disabled adults or carers experiencing a range of barriers to achieving their aims. \*
* Previous experience of working one-to-one with learners to gain positive outcomes in adult learning. \*
* Ability to engage participants and support progression
* Previous experience of delivering non-formal or 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 levels.
 | * Understanding of working in the third sector.
* Volunteer management experience.
* Experience of family learning.
* Previous experience of designing and tailoring learning programmes.
* Commitment to continuous professional development.
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| **Skills/****Abilities**  | * Excellent listening and interpersonal skills**.**
* Excellent organisation skills, ability to prioritise.
* Confidence in communicating one to one and with groups. \*\*
* Experience of supporting learners or others who are experiencing a range of barriers to learning or community participation.
* Be motivated and able to motivate others.
* Enthusiastic and positive approach.
* Creative, flexible, and receptive to change
* Solution focused approach to problem-solving.
 | * Report writing
* Group-work skills
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| **Additional** | * Clear PVG check.
* Full driving licence and access to car.
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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.

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\*Or clearly applicable transferrable experience.

\*\*In the context of this role, communicating involves:

* written communication via email.
* Telephone conversations with colleagues, partners, and learners.
* Online communications using different platforms including Zoom and MS Teams, with colleagues, partners, and learners.
* In-person conversations with learners, colleagues, and partners.
* Occasional opportunities to present information to colleagues, learners, and partners using a medium that works for you, which could include flipcharts, Canva/PowerPoint/Slido etc, video, recorded spoken word, or spoken word/sign language as required.