# About the Perth and Kinross Digital Skills Project

The Perth and Kinross Digital Skills Project supports people aged over 16 through to older adulthood who are resident in Perth and Kinross and who identify as disabled or a carer or who are experiencing disadvantage, to learn essential digital skills in line with the Digital Skills Framework: Communicating, Handling Information & Content, Transacting, Problem Solving and Staying Safe & Legal Online. The project supports people to develop the necessary digital skills for learning, life, volunteering, community involvement and work. We involve some volunteers to support learners one-to-one or they may be supported by the Digital Skills Learning Coordinator. We can either support people on the digital devices they already own, or we can offer a device loan if they don’t own any equipment. We also provide support for people to access kit of their own through grants if they experience digital poverty.

Our participants will engage in activities structured around supporting them to identify their own outcomes and achieve their aims. The project is focussed on digital skills and during the learning journey we also support essential core skill development including literacy, numeracy, communication, digital skills and improving qualification profiles.

Everyone will have a different learning journey but here is an example of work with one individual on the Perth and Kinross Project to give you a flavour of the role:

* A Council tenant who is disabled and has caring responsibilities was referred by the Job Centre as she needed digital skills to begin looking for work. She wanted tailored one to one flexible support to learn at her pace, managing her initial anxiety. She described herself as a technophobe but realised that she needed to learn digital skills to stay connected and progress looking for work. We loaned her a laptop and matched her with a volunteer to support her to build skills and gain confidence. We supported her to learn how to personalise the laptop settings so that the device was accessible. She learned how to curate a CV, search for jobs, use Zoom, complete council forms and was inspired to also consider online shopping and banking online using simulation programmes. She said, “I am so grateful for the support you and the volunteer have given me. It has truly been life changing for me. Using a computer is something that I never thought I would be able to do. It seemed like another world! But actually, I am really enjoying it and look forward to our meetings each week”.

## 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 and enquiries from a range of partners and potential learners, visiting eligible referrals, undertaking home visits, and registering learners for accredited learning options where possible. The post holder will operate a hybrid approach of remote and face to face support. There is a high demand for in person support from this project. All learners will be offered support to personalise their device to make it accessible to meet their needs. The postholder will enable people to have a voice and their say on improving the quality of their lives and improving local services, such as via e-panels, online committees, and forums. We will increase awareness of our services across partnerships extending the project reach across localities working to overcome social isolation and financial exclusion.

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.

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. Regular online meetings of the full, national team and occasion in person meetings further enhance the opportunities for continuing professional development.

## 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.

* **Our Vision** is of a fair society where disabled people and carers have an equal opportunity to learn, participate and achieve their potential.
* **Our Mission** is to influence change and provide personalised learning, befriending, advice, and information services.

## Strategic Goals for 2023 to 2026

* Offer more local and remote learning opportunities, which improve access, offer accreditation, build confidence and skills, reducing educational exclusion.
* Extend our Befriending Services to reduce social isolation and create new pathways to learning.
* Extend our disabled student’s helpline and information services so that more students understand their rights, entitlements and make informed choices about their options.
* More disabled people have the opportunity to influence policy makers, breaking down systemic barriers to improve access for future learners.

**Our Values**: Integrity, Openness, Mutual Respect, Kindness, Equality

## Working for Lead Scotland

Alongside the salary, pension, and annual leave summarised in the job description, Lead Scotland also offers employees the option of flexible working around agreed core hours. Flexible working arrangements can be revised as required, for example when caring responsibilities change.

We love learning and we encourage our team members to develop and learn through accredited learning and peer-supported informal learning, as well as undertaking CPD with partner organisations as opportunities arise. Being home-based offers staff an excellent opportunity to work with a degree of autonomy and responsibility, within the framework of regular support and supervision meetings with their line manager. Our staff team has a voice in setting business direction, establishing programmes to ensure contract delivery, and we have weekly team meetings online to bring people together for structured sessions as well as more free-ranging discussions to support our culture of mutual respect, kindness, and support.

Closing Date: Noon 17 April 2024. Shortlisted applicants can expect an online panel interview with questions based on the criteria for the post, on 24 April 2024.