**Job Description**

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

**Role Purpose** Deliver activities defined by our Perth & Kinross Digital Skills Project including the engagement and support of disabled people, carers and those who experience disadvantage to improve their digital skills for learning, life, volunteering, community involvement and work in a person-centred way (in groups and one to one) which matches the self-identified needs on their action plan.

**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 residents 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. Support learners to personalise their device to make it accessible to meet their needs.
3. Work 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. Travel to learners’ and volunteers’ communities and to partners as required, including learners’ homes.
6. Enable learners 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.
7. Take a partnership approach to the work, aligning together Lead’s work and Perth & Kinross Councils work to overcome social isolation and financial exclusion for people.
8. Increase awareness of our services across partnerships extending the project reach across localities.
9. Maintain effective learner record-keeping processes and project monitoring activities.
10. Recruit, induct and support volunteers who in turn support learners.
11. Function as part of Lead Scotland’s national team.
12. Work effectively with Lead Scotland’s stakeholders.
13. 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. * Community Learning Development experience. |
| **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. |
| **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 |
| **Additional** | * Clear PVG check. * Full driving licence and access to car. |  |

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.

\*Or clearly applicable transferrable experience.

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

* 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.