**About the Aberdeenshire Employability Project**

Our core approach for every participant is fully person-centred and you will seek to engage disabled people and carers who experience barriers when seeking employment. We recognise that some people may not use or like the word ‘disabled’, but we encourage people to take up their rights as a disabled person on their employability pathway. We ask participants what they would like to learn to achieve their outcomes, then we deliver that learning and support.

Our participants will engage in activities structured around supporting them to identify their own outcomes and achieve their aims. We will support essential core skill development including literacy, numeracy, communication, digital skills and improving qualification profiles. A substantial part of the role is supporting participants to improve their confidence. This will support progression towards positive destinations relevant to each individual, matching their skills, abilities and motivation, and including transitions into college, community learning, employment, or volunteering.

**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 a range of partners and initial enquiries from potential learners, visiting eligible referrals, undertaking home visits, and registering learners for learning including accredited learning options wherever appropriate, volunteering and work placement support. 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 requires the successful candidate to work from home for some of the time as their administrative base and for the online aspects of the role and to work in communities and learner homes. It 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 the North of Scotland. Regular meetings of the full, national team 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, Monday 22nd September 2025. Shortlisted applicants can expect an online panel interview with questions based on the criteria for the post on Wednesday 21st October 2025.**