



Job Description: Learning & Development Project Worker

Hours of work:	21 hours per week
Salary:	£26,043-£27,741 (pro rata)
Location:	Glasgow
Pension:	Optional group pension scheme based on employer contributions of 3.5%-5% plus additional employee contributions, after three months
Reporting to:	Head of Learning and Development
Contract:	Fixed Term (till December 2021)

Background:

Established in 1998, Staf (Scottish Throughcare and Aftercare Forum) is a membership organisation for all those working with young people leaving care. Staf is a national organisation which represents all 32 Local authorities in Scotland and is funded by membership fees, Scottish Government and other major charities. At the centre of all our work is the voice of young people leaving care and making the change that will allow them to live happy successful lives on their own terms.

Main Function:

To engage with managers, practitioners and care experienced young people across our membership to design and deliver a tool which supports the prioritisation and benchmarking of relationship-based practice.

Specific Duties:

Under the guidance of the Head of Learning and Development:

1. Recruit and work with a steering group of Staf members who will act as an advisory group to this project.
2. Design and deliver a series of workshops across Scotland to engage with a wide range of practitioners, managers, young people and other corporate parents.
3. Work with a group of Staf members and young people to co-produce a benchmarking tool.
4. Design a robust evaluation tool to measure the impact and success of the tool.
5. Design and deliver an effective training intervention to ensure maximum take up of tool.
6. Work with the Policy and Communications Manager to ensure maximum impact of developed tool.
7. Ensure that the work of the project is fed into all Staf Managers' Forums, Practitioners' Gatherings, Focus Groups and Conferences.

Skills and Abilities:

Skills and Abilities	Essential	Desirable
1. Experience of the looked after sector		√
2. Excellent organisational skills and the ability to manage a wide range of tasks with competing priorities and deadlines.	√	
3. Experience of working with a wide range of stakeholders and audiences	√	
4. Experience of developing and utilising evaluation packages		√
5. Demonstrable experience of working with mixed groups of practitioners and young people	√	
6. Ability to use a range of functions in IT packages in particular Microsoft Excel, Word, PowerPoint, Prezzi and Outlook	√	
7. Excellent verbal, written, communication and presentation skills with the ability to deal with a diverse range of people.	√	
8. Experience of developing learning and development packages	√	
9. An ability to travel and work out with normal hours for events further afield.	√	
10. An understanding of the challenges that face young people in and leaving care		√
11. Ability to plan and organise own workload effectively, to ensure that deadlines and standards are met, with some guidance from senior colleagues	√	
12. Degree in related field (Social work, Community Education) or relevant experience		√
13. Experience of supporting volunteers (paid and/or unpaid)		√
14. Experience of contributing effectively as a team member with good interpersonal skills	√	

Experience and qualifications:

Relevant Degree (eg, Social Work, Community Education) or equivalent professional experience.