

**Job Description**

**Role Title** Learning Coordinator – Dundee Maternity Cover

**Conditions** Part-time (14hrs pw) and initially fixed contract until 31st March 2020.

**Terms** £22,765 (pro rata); pension; expenses; 25 days annual leave plus 12 days public holidays per annum (pro rata)

**Role Purpose** Deliver activities defined by our Dundee project including provision of support and learning programmes to disabled people, carers and the organisations who support them. Work closely with partners and referral bodies to deliver a person-centred service in accordance with agreed objectives for every learner.

**Location:** Dundee Mitchell Street Centre.

**Disclosure:** This is regulated work and will require a PVG

**Organisation** This post reports to the Regional Development Manager South and works with colleagues including the Engagement and Fundraising Officer and other Learning Coordinators across Scotland.

**Responsibilities**

1. Support disabled people, carers and those who experience multiple barriers, with one-to-one tailored support to enable them to improve their life chances.
2. Working to enable learners to progress from one-to-one support into group based provision through each of the project stages and onto further opportunities.
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 referring bodies to ensure learners are engaged and supported and to ease transitions between services.
6. Travel to learners, volunteers and 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 the regional team and liaise effectively with the national team.
10. Work effectively with Lead Scotland’s stakeholders including other FE education providers, funders and partners.
11. Represent Lead Scotland at external events and as part of national consultations.
12. Any other reasonable duties as directed by the Regional Development Manager South or the Chief Executive to ensure that Lead Scotland meets its obligations.

**Expected Outcome**

The target number of learners will be supported to undertake and achieve relevant, accessible non formal and formal learning opportunities. Learners, through the catalyst of learning and support will then progress into their chosen positive destinations, sustain their learning and ultimately take steps to improve their lives, with a positive impact on their families and communities.

**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. |
| **Experience/**  **Knowledge** | * Have previous experience of working with disabled adults experiencing a range of barriers. * Previous experience of working one-to-one with disabled people to gain positive outcomes * Ability to engage participants and support progression * Previous experience of delivering 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 communication and interpersonal skills**,** * Excellent organisation skills. * Experience of supporting disabled people or others who are experiencing a range of barriers to learning. * Commitment to using a person-centred approach. * Excellent social skills. * Be motivated and able to motivate others. * Active listener. * Holistic approach/non-judgemental. |  |
| **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.