****

**Easy Read Trainer**

**Job Description**

**Job Title: Easy Read Trainer**

**Salary: £23,000 per annum (pro rata £13,800)**

**Hours: 21 Hours per week fixed term contract July 2021 to 31 May 2022**

**Location: Flexible**

**Reporting to: Operations Manager**

**Closing date: 12noon on 2 July 2021**

**About Disability Equality Scotland**

Disability Equality Scotland is a membership organisation for disabled people and disability groups/organisations. It is our mission to make Scotland fully accessible.

We promote access in its widest sense, including access to our built and natural environment and access to the same and equal opportunities as enjoyed by others in our communities, promoting a life of dignity, respect, choice and independence. This extends beyond physical access to include access to information, access to inclusive communication and inclusion in decision-making, whether with planners over inclusive design or transport providers about accessible and safe travel.

**Duties of the Easy Read Trainer will be to:**

Develop an Easy Read Training module.

* Deliver the training and support our Easy Read Service.
* Contribute to the promotion and marketing of our Easy Read Service and Training.
* Designing and developing training module covering disability / accessibility awareness, ensuring best practice in Easy Read is applied
* Deliver training to a high standard, using multiple platforms (digitally) and face to face, in line with Scottish Government guidelines on physical distancing.
* Provide quarterly reports on training service.
* Have a high level of responsibility for designing, delivering, evaluating and reporting on this project work.
* Devise a survey on effectiveness of Easy Read Training, analyse survey responses and make relevant changes based on feedback.
* Prepare project plans and realistic project milestones, monitoring progress and devising strategies to avoid risk.
* Establish relationships with key stakeholders and project partners to ensure smooth progression of project work.
* Gather existing data and evidence, using literature reviews and knowledge of wider Scottish Government work to set the project in context.
* Monitor the project progress at all stages, with regular contact, dealing with day-to-day enquiries, with support from Easy Read Workers.
* Design and implement monitoring and evaluation practices, identifying the most suitable research methods (both qualitative and quantitative)
* Producing quarterly reports to funders and working with the Operations Manager to undertake a full project validation in line with funding arrangements.
* Provide Operations Manager regular updates on project progress.

**Knowledge and Experience**

This requires:

* Delivering specific project work as dictated by the funding agreement.
* Leading the project from inception to completion, designing the service.
* Preparing a project timeline in collaboration with partner organisations ensuring the project milestones are delivered on time and to budget.
* Communication skill required for this post in order to engage with staff and key stakeholders on a strategic level.
* Develop communication and training materials suitable for the service.
* Understanding of planning and delivering training sessions.
* Understand important principles of training other people.
* Have knowledge and understanding of the practical elements that accelerate the learning experience.
* Deliver a training session by implementing theory into practice.
* Ensure there is a safe environment which helps candidates build confidence. Obtain feedback from candidates.

The postholder will be required to represent the organisation at both strategic and operational levels. The role is allocated administrative support and so the postholder will have to liaise and allocate work, accordingly, providing direction and feedback.

# Main Responsibilities of this Post

## Reporting

The Easy Read Trainer will support the Operations Manager to provide quarterly reports of activities to the CEO, the Board and our funders and will report to the Operations Manager.

# Demands of this post.

* You will be expected to represent the organisation at meetings, events and conferences as required.
* You will be responsible for establishing the key relationships with stakeholders and key operation staff.
* You will discuss and agree the importance of the project work, setting it in wider context of Scottish Government work.
* The post will operate with a significant degree of autonomy but requires flexibility and the ability to manage a heavy workload with competing demands and deadlines.
* The post requires a high level of communication skills and interpersonal skills, displayed both internally with staff and externally with partners, funders and stakeholders.
* The post is flexible and can be home or office based. Our offices are in Glasgow City Centre.

**Equal opportunities**

We are committed to being disability-smart and an employer of choice irrespective of race (which includes colour, nationality and ethnic or national origins), sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity. The ethical and business case of ensuring that our workforce is representative of wider society is at the heart of what we do. When we are recruiting, disabled candidates who meet all of the essential criteria will be guaranteed an interview.

# Person Specification

| **Selection Criteria** | **Essential (E)****Desirable (D)** | **Where Evidenced****Application (A)****Interview (I)****Presentation (P)****References (R)** |
| --- | --- | --- |
| **Qualifications** |
| Training qualification | **E** | **A** |
| **Experience** |
| Easy Read experience or knowledge | **E** | **A / I** |
| Experience of equality initiatives | **E** | **A / I** |
| Experience of Inclusive Communication. Have an understanding on the importance of inclusive communication for disabled people. | **E** | **A / I / P** |
| Experience of equality initiatives: have an interest in / or understanding of disability. | **D** | **A / I** |
| **Skills and Knowledge** |
| Excellent analytical skills | **E** | **A / I** |
| Good working knowledge of Microsoft Office applications including Word, Excel, PowerPoint, Project Manager, Publisher, WordPress | **E** | **A / I / P** |
| Excellent organisational, interpersonal, influencing and communication skills to effect and maintain good partnership collaboration | **E** | **A / I / P** |
| Excellent written communication, including the ability to write reports | **E** | **A / I** |
| Ability to prioritise own workload and work to specified deadlines under pressure | **E** | **A / I** |
| Ability to communicate complex subjects orally | **E** | **A / I / P** |
| Knowledge and understanding of inclusive communication and delivering information in inclusive formats.  | **D** | **A / I / P** |
| **Competencies and Personal Attributes** |
| Ability and flexibility to react effectively to changes in the project plan or to partner requirements | **E** | **A / I** |
| Flexible approach to workload | **E** | **A / I** |
| Ability to work independently and as part of a team | **E** | **A / I** |
| Enthusiasm and commitment | **E** | **A / I / P** |
| Ability to plan for and work to tight deadlines | **E** | **A / I** |
| Calm and efficient approach to meet project and partner demands and deadlines | **E** | **A / I / P** |
| **Business Requirements** |
| Flexible hours to accommodate very occasional evening and weekend work. Occasional travel across Scotland will be necessary | **E** | **I** |

**Essential Requirements** are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.