

VACANCY | NOVEMBER 2021

LEARNING & DEVELOPMENT WORKER

Responsible to:	Strategy and Research Lead
Salary:	£28,000.00
Hours:	35 hours per week
Term:	Permanent
Location:	Home-based/ Office-based (15 Hill Street, Edinburgh, EH2 3JP)

JOB PURPOSE

To lead on the creation and delivery of learning and development opportunities to support understanding across the sector of the needs of children and young people from Armed Forces families. To work collaboratively with our Marketing, Communications and Development Manager to develop content for Forces Children Scotland's website in relation to subject expertise, ensuring it is a vibrant learning platform for a wide range of stakeholders within the sector. To develop a wide range of resources to support learning and the embedding of learning, as well as develop Forces Children Scotland's Advisory Service.

RESPONSIBILITIES AND DUTIES

External

- To lead on the creation and delivery of learning and development opportunities to support understanding across the sector of the needs of children and young people from Armed Forces families.
- To work collaboratively with our Comms Manager to develop daily content for our Forces Children Scotland's website in relation to subject expertise, ensuring it is a vibrant learning platform for a wide range of stakeholders within the sector.

- To develop a wide range of resources to support learning and the embedding of learning.
- To develop and run Forces Children Scotland's Advisory service, responding to enquiries from parents, carers and professionals.
- To ensure the training and resources align with the policy agenda and research evidence related to Armed Forces children, young people and families including for serving personnel, veterans and reservists.
- To develop, mobilise and deliver collaborative programmes of work with partners to achieve improvements in health, education and wellbeing outcomes for Armed Forces children, young people and families.
- To work with partners at strategic and operational levels across health, education, social care and the voluntary sector to develop ways of working and resources to improve transitions for families moving into and out of Scotland.
- To maintain oversight of good practice across the sector within the UK and beyond to ensure best practice underpins the development of learning opportunities and resources.
- To co-ordinate delivery of evidence-based sector wide initiatives.
- To build networks and partnerships to achieve improved collective impact across the sector.
- To establish research links and ensure participation in relevant research.
- To ensure activity results in tangible improvements in the experiences of Armed Forces children, young people and families.

Internal

- To ensure external policy direction and research influences internal work and internal work contributes to and influences policy direction and research.
- To ensure maximum impact of internal work is achieved through sharing of knowledge across organisational functions.
- To work alongside the Forces Children Scotland Children and Young People's Participation Manager to ensure a coproduction approach underpins all new work.
- To work alongside the Forces Children Scotland Marketing, Communications and Development Manager to ensure our work is promoted externally.

- To work with Forces Children Scotland's Marketing, Communications and Development Manager to secure additional funding for new opportunities and research involvement.
- To ensure any externally funded activity is monitored and evaluated and achieves desired outcomes.
- To have an understanding of and comply with Forces Children Scotland's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
- To identify any other opportunities to develop Forces Children Scotland activity to achieve our ambition.
- To undertake any other relevant duties as requested by your line manager.

PERSON SPECIFICATION

Skills and Experience

Essential

- Professional graduate level qualification and background in a relevant field e.g health, education, social care, community education etc.
- Experience of working in the Armed Forces Children's sector.
- Experience of developing and delivering training/learning opportunities and resources.
- Experience of using a variety of learning approaches and methods.
- Experience of planning and delivering in person and digital learning events.
- Experience of establishing and working within cross sector partnerships.
- Experience of developing learning activities based on research evidence base and voices of lived experience.
- Experience in the field of mental health and wellbeing, including an understanding of the current research/evidence base.
- Experience in the field of education, including an understanding of the current research/evidence base.
- Strong understanding of trauma, adversity, and attachment.

- Understanding of developing, coproducing, and delivering new learning opportunities with children and young people.
- Experience of working with academic establishments across the UK and beyond and in disseminating research.
- Experience of developing learning opportunities from research.
- Understanding of the issues affecting Armed Forces children, young people and families.
- Experience of working within a child protection framework.
- Strong organisational skills.
- Excellent interpersonal skills.
- Solid IT skills (Word, Excel, PowerPoint, Access, Outlook).
- Ability to work effectively within a small team, using own initiative, prioritise and organise own workload.

Desirable

- A minimum of 5 years' experience of working directly with children and young people/in the sector.
- Strong understanding of the Scottish education sector.
- Experience of new business development and in working with and reporting to funders.

PENSION SCHEME

Forces Children Scotland offers a Pension Plan, with Smart Pension. The Plan is a money purchase arrangement. You can choose at what rate you wish to contribute (subject to statutory minimums) with Forces Children Scotland contributing up to 4% of gross salary.

ANNUAL LEAVE

Forces Children Scotland leave year runs from 1st April to 31st March. Employees are entitled to 36 days annual leave (including public holidays). These allowances are pro-rata for part time employees.