

## JOB DESCRIPTION: LEARNING OFFICER

# Learning Officer

## Details

Title:	Learning Officer
Salary:	£28,256 per annum, plus competitive benefits
Working Pattern:	full-time (35 hours/week) on a flexible basis, including opportunities for occasional remote working; part-time or job share arrangements can be considered
Line Manager:	Chief Executive (CE)

## Job Description

Are you passionate about supporting very young children and their families? We at Cattanach are looking to recruit a Learning Officer to join our team. Together, we want to drive positive change for very young children in Scotland and hope to strengthen our support for frontline Early Years organisations. For more information on our work and team, visit our website: <https://www.cattanach.org.uk/>.

As Learning Officer with Cattanach, you will be liaising directly with registered charities across Scotland who support families with very young children (pre-birth to about school age) as part of our evaluations process and our learning offers. Working closely with the Chief Executive and Grants & Relationships Officer, you will provide support to charities in working on their evaluations and growing their Early Years practice through our bespoke learning offer; this will also include in-person visits to settings across Scotland. You will feed into reports for our Grants Committee and Board and support the Cattanach team in keeping our grants management system and wider database up to date. As part of a small but ambitious team, your work will be varied and may look very different day-to-day – ranging from support with research summaries to hosting a webinar or organising training for grantees.

We are specifically looking for a motivated and enthusiastic professional with Early Years experience in research, evaluations, and/or policy, and with a passion for improving the lives of very young children. Cattanach will provide comprehensive training to support the transition into the grant-making world if the successful candidate has no prior experience. We ask that all candidates demonstrate their understanding and commitment to the four Cattanach values:

- ✦ **INTEGRITY** – We strive to be fair, ethical and accountable.
- ✦ **LOVE** – We recognise the importance of nurturing relationships, with kindness and compassion at the heart of all our work.
- ✦ **CONSIDERATION** – We are mindful of the challenges, hopes and aspirations of others.

- ✦ **HOPE** – We are passionate about enabling change through our work with partners and the organisations we support.

Our team has shown a preference to working from our Edinburgh offices and residence in Scotland is essential. Work can be organised flexibly to suit you and the charities we work with. Please note that the post entails significant travel across Scotland although overnight trips are rare. We are keen to honour our staff's needs and preferences, and provide equipment for remote-working as and when it is required. Cattanach offers a competitive benefits package and on-going attractive training opportunities. If you would like to have an informal chat before applying, please contact our Grants & Relationships Officer Jemma in the first instance ([jemma@cattanach.org.uk](mailto:jemma@cattanach.org.uk)). We are planning to hold interviews in May 2022.

## Description of Work

### Grants-related work

- Lead on quarterly evaluations work under the supervision of the CE, subject to work requirements and needs
- Engage with Cattanach grantees around their evaluations
- Provide evaluation updates for the Grants Committee on a quarterly basis
- Support the CE and the GRO in any other grants-related work as it arises

### Learning Offer

- Organise and manage Cattanach grantee learning offer (e.g., training, workshops, etc.)
  - Liaise with relevant Associates, contractors and partners relating to learning offers
- Share regular learning and research updates with grantees
  - Update the Cattanach website/social media with learning offers
- Engage with Cattanach grantees and partners around the learning offer

### Support CE in Advocacy & Research Work

- Support Chief Executive in Cattanach research endeavours
  - Provide research assistance to Cattanach partners for policy/advocacy and research work as discussed with the CE (ad hoc)
- Support Chief Executive in Cattanach policy endeavours as they arise
- Attend relevant events and interest groups as instructed by the CE
- Support the CE with Funders for the Early Years Group Scotland work

### Project Support

- Support the Chief Executive in the management, administration and organisation of strategic project work as and when it arises

## Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Educated to degree level in a field relevant to early years (Upper Second or First Class) or equivalent experience</li> </ul>	
Knowledge and Experience	<ul style="list-style-type: none"> <li>Understanding of the Scottish early years sector (practice and/or research)</li> <li>Experience in evaluations and outcomes</li> <li>Experience in research</li> <li>Understanding of the Scottish charity sector</li> <li>Experience in writing reports</li> <li>Excellent organisational skills</li> <li>Experience in project management</li> <li>Experience in stakeholder management</li> <li>Interest in policy and advocacy</li> </ul>	<ul style="list-style-type: none"> <li>Experience working within academic research environments, especially knowledge exchange</li> <li>Experience in grant-making/foundations</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>Intermediate to advanced digital skills, especially MS Suite (Word, PPT, Excel, etc.) and G-Suite</li> <li>Ability to juggle multiple projects at any one point in time</li> <li>Excellent communication skills</li> <li>Excellent presentation skills to various audiences</li> </ul>	<ul style="list-style-type: none"> <li>Social media skills</li> <li>Writing for the web (e.g., blogs)</li> <li>Knowledge exchange skills</li> </ul>
Person Attributes	<ul style="list-style-type: none"> <li>Self-direction and initiative</li> <li>Personable and open to interacting with people from all walks of life</li> <li>Commitment to the Cattanach values (integrity, love, consideration, hope)</li> <li>Flexibility, performing diverse tasks in any given working day</li> </ul>	<ul style="list-style-type: none"> <li>Keen interest in continuous improvement and training</li> </ul>
Other	<ul style="list-style-type: none"> <li>Disclosure Scotland Check</li> </ul>	<ul style="list-style-type: none"> <li>Valid UK driver's licence</li> </ul>