

Job Description	<h2>Research & Training Coordinator</h2>
About the role	<p>Our work at Self Directed Support Scotland is all about ensuring people can live well, and are able to have as much choice, control and flexibility as they wish when it comes to any support they need.</p> <p>Our focus is on improving the implementation of Self-directed Support (SDS) in Scotland. We do this by working collaboratively across the social care sector: Scottish Government, Local Authorities and third sector organisations. We promote the values and principles of SDS and deliver a range of projects aimed at improving understanding of (and access to) Self-directed Support. This is an exciting time to join our team as we work to implement the national SDS Improvement Plan and Personal Assistants Programme board workplan.</p> <p>We're looking for a Research and Training Coordinator who can lead in all aspects of the identification and delivery of quality research, analysis and training that will compliment and support the SDS Improvement Plan.</p> <p>This position, offered on a part-time basis, will focus on providing and managing SDSS research, training, Community Brokerage Award course content and survey design.</p> <p>To do this effectively, you will be a confident and skilled researcher, content writer and facilitator with a firm understanding of the Social Care policy landscape and how SDSS research and training can meet the needs of those engaged in SDS implementation. The ability to build relationships with a range of stakeholders, undertake lived experience-informed research and a capacity for understanding the challenges faced by people accessing social care is highly desirable.</p> <p>Essential to the role are research, writing, analytical and facilitation experience and skills, as well as IT skills, and very importantly the ability to manage confidential data appropriately.</p> <p>The role can be office based in Edinburgh or remotely, with occasional national travel for events. Confidence to use CRM/database software for analysis is highly desirable.</p>



About SDSS	<p>Our vision is “A Scotland where quality Self-directed Support is available to all as a route to Independent Living”.</p> <p>We work to promote the values and principles of Self-directed Support, including choice, control and flexibility, in all aspects of social care support.</p> <p>We do this by working collaboratively across the social care sector: with Scottish Government, Local Authorities, third sector organisations and our members, to improve Self-directed Support implementation in Scotland.</p> <p>As a Disabled People’s Organisation, we stand up for the rights of disabled people and people who need support.</p> <p>And we champion local Independent SDS Support Organisations across Scotland, who help thousands of people every year access and manage the support they need to live well.</p> <p>Find out more out what we do here: Our Work</p>
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Benefits & Outline Terms	<p>£37,500 per annum FTE</p> <p>Part-time 21 hrs (FTE 35).</p> <p>Fixed term to 30th June 2026 with intention to renew subject to funding cycle and strategic aims to 30th June 2027.</p> <p>Seven weeks annual leave including public holidays.</p> <p>Contributory pension scheme, 6% employer contribution.</p> <p>Occasional weekend and evening work may be required.</p> <p>SDSS is an equal opportunities employer and applications from disabled people are particularly welcome.</p>
Location	Homeworking/Edinburgh Office based plus occasional overnight national travel
Reporting to	Deputy CEO/Operations Manager
Job Purpose	To identify and deliver quality research, analysis and training that will compliment and support the SDS Improvement Plan.
Responsible for	<ul style="list-style-type: none"> • Research delivery and analysis • SDSS Training and CBS course content • Facilitation of Training • Survey design



Key Targets	<ul style="list-style-type: none"> • Analysis of SDSS data and related social care research • Production of research reports in line with workplans • Author agreed e-learning that supports the Community Brokerage Award, newly qualified social workers and the content of the PA employer and PA Handbooks • Identify foundation learning for post graduate level training • Design and Facilitate SDSS Training in line with SDS Workforce and SDS Improvement Plans • Representation of SDSS in Data and Research stakeholder groups as required
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Experience	Essential/ Desirable	Assessment
Key Indicator -		
A proven track record of success in a research role within an organisation or project of comparable scope and complexity.	E	Application/ Interview
Experience of producing high quality report publications and digital content.	E	Application/ Interview
A proven track record of success in a facilitation role within an organisation or project of comparable scope and complexity.	E	Application/ Interview
Experience of writing accredited course material	D	Application/ Interview
A high degree of political and Scottish public policy awareness, including adult social care reform.	D	Application/ Interview
Experience of multi-agency and partnership working with senior level staff in the public and voluntary sectors.	D	Application/ Interview
Analysis of social care data experience.	D	Application/ Interview
Experience of managing confidential data and data systems.	D	Application/ Interview
Personal experience of disability.	D	Application/ Interview



Knowledge, abilities and skills	Essential/ Desirable	Assessment
Key Indicator -		
Able to demonstrate and articulate a clear understanding of diversity, equality and inclusion issues (and the implications for service planning and delivery)	E	Application/ Interview
An excellent standard of written, listening and oral communication skills, including report writing and facilitation skills, for a diverse range of situations and settings.	E	Application/ Interview
Educated to post graduate level with clear evidence of continuing professional and personal development.	E	Application
Ability to identify sources of relevant data, research through mixed methods approaches and provide analysis	E	Application/ Interview
Knowledge or confidence to utilise Salesforce or equivalent CRMs and relevant survey tools.	D	Application
A sound knowledge of social care legislation and policy impacting on disabled people and their carers/workforce.	D	Application/ Interview
Knowledge and understanding of the Independent Living Movement and the Social Model of Disability.	D	Application/ Interview



<h2>Notes for applicants</h2>	
Please use Job Reference:	RTC25
Applications are made online at:	https://sdsscotland.formtitan.com/ftproject/applications25
Closing date for applications:	Monday 18 August, 09:30am
Expected dates for interviews:	Wednesday 27 August
For more information about SDSS see:	https://www.sdsscotland.org.uk/
Contact for questions or schedule an informal chat:	Jeremy Adderley Operations Manager jeremy@sdsscotland.org.uk
Applications from disabled people are particularly welcome. We will support you through the recruitment process with any reasonable adjustments required in accordance with the Equality Act.	Any access issues please call 0800 8411 321

