

Job Description and Person Specification

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| Job title: | Learning and Community Development Coordinator |
| Reports to: | Head of Development and Engagement |
| Salary and Pension: | £29,356 - £34,693 + 8% employer pension contribution |
| Weekly hours: | 35 hours |
| Location: | Hybrid – working from home and office space |
| Fixed term/permanent: | Fixed Term to 31.3.26 - Extension to contract may be possible subject to funding |
| Annual holiday: | 35 days, inclusive of 10 days for public holidays |

# Role Purpose

The Learning and Community Development Coordinator will work with guidance from the Head of Development and Engagement to grow community among disabled people and their organisations and to share learning, contributing to achieving the vision of disabled people being fully included throughout all Scottish society as equal citizens.

The role will involve working collaboratively with colleagues to develop and deliver training, capacity building, and to disseminate research. This work aims to expand disabled people’s and disabled people’s organisations’ (DPOs) influence so that their rights are recognised

# Key Responsibilities and Tasks

Learning and Development

Design and co-produce learning resources for disabled people and DPOs, drawing on Inclusion Scotland’s existing resources, internal and external research.

Develop accessible guidance materials informed by the findings of our membership research.

Plan and deliver training sessions using these resources, ensuring content is relevant, engaging, and accessible with clear learning objectives and related content.

Promote and facilitate inclusive participation in training activities with disabled people and DPOs across Scotland.

Community Development and Engagement

Develop DPO representation including in rural and island communities and assist them to build their capacity to provide vital support for disabled people in these areas.

Identify and support DPOs with limited resources to build their connections to strengthen local and national engagement.

Contribute to the development and implementation of an annual action plan in response to our membership research, supporting capacity-building initiatives for DPOs and the wider Independent Living Movement.

Support the dissemination of our membership research findings through targeted communication activities and evaluate their reach and impact among key stakeholders.

Work collaboratively with colleagues across the organisation to ensure learning and engagement activities reflect current priorities and amplify the voices of disabled people and DPOs.

Build and maintain positive, productive relationships with external stakeholders, including funders, public bodies, and community organisations.

Provide timely, informed, and high-quality responses to enquiries from stakeholders and the public.

Represent Inclusion Scotland at external events, conferences, and forums, promoting the organisation’s work and building strategic partnerships.

Ensure all work is carried out in line with safeguarding principles and organisational procedures.

## Monitoring and Evaluation

Co-produce evaluation frameworks with participants to assess the effectiveness and impact of work undertaken.

Evaluate the impact and accessibility of events and training sessions, gathering feedback from participants and stakeholders to support continuous improvement.

Collate feedback and produce regular reports for the Senior Leadership Team.

Contribute to other reporting requirements, including funder reports, Board updates, and funding applications.

Identify and escalate any perceived risks within your area of work, using established organisational systems and procedures to manage them effectively.

## Finance

Follow finance procedures and work with finance colleagues when required to enable accurate, timely finance reporting.

## Organisational

Collaborate with colleagues to develop a calendar of member events.

Support colleagues to deliver accessible training and other events.

Promote the ethos and values of Inclusion Scotland in all activities.

Work collaboratively with colleagues across the organisation.

Participate in Inclusion Scotland meetings, events and networks, as required.

Comply with organisational policies and procedures in all aspects of your role.

Carry out your work in line with relevant legislation, regulation, guidance, rules and standards.

Contribute to a positive organisational culture, embodying the organisation’s values and playing a part in making Inclusion Scotland a great place for people to work.

Undertake all work in line with safeguarding principles and procedures.

Carry out any other responsibilities as may reasonably be required from time to time.

# Person Specification

A demonstrable commitment to the Social Model of disability and the philosophy of Independent Living, and passion for supporting disabled people to be decision makers.

Commitment to diversity and ability to apply awareness of diversity and intersectional issues to all areas of our work.

A resilient approach to work and clear strategies for self-management as well as the ability to request support when needed.

Commitment and proactive approach to your ongoing learning and development.

Lived experience of being a disabled person is desirable.

**Experience**

Experience of public speaking and representing an organisation externally.

Experience of developing training sessions and associated resources with clear learning objectives and content to meet learning needs.

Experience in delivering training or capacity-building programmes online or in person

Experience working with DPOs or in a disability rights context - desirable

Experience in co-production and participatory research - required

Experience in producing accessible resources - desirable

**Skills and Abilities**

Highly effective communication skills, including encouraging and responding to others, and the ability to communicate clearly and assertively with a wide range of audiences.

Excellent written, verbal, nonverbal, and listening skills.

Strong presentation and facilitation skills.

Ability to present complex information in accessible formats.

Ability to generate high-quality written materials that clearly communicate content and ideas.

Excellent interpersonal skills for positive relationship building and effective collaborative working, internally and externally.

Strong organisational skills and attention to detail.

Ability to plan and manage a complex workload across a range of subject areas, meet deadlines, and respond to unplanned demands.

Proficient in Microsoft Office products (Outlook, Word, Excel, PowerPoint, SharePoint).

Ability to design training material.

Ability to analyse and report on participation and evaluation data.

Ability to use CRM systems for tracking engagement.

**Knowledge and Understanding**

Strong understanding of the social model of disability and the Independent Living Movement.

Comprehensive understanding of the issues and inequalities faced by disabled people.

Understanding of DPO (Disabled People’s Organisation) engagement principles.

Good understanding of communications and public relations.

Knowledge of Scotland’s policy landscape affecting disabled people.

Relevant academic qualification.

Other Requirements

It is anticipated there will be some evening and weekend work which is supported by Inclusion Scotland’s flexible working policy.