

HTLA & Key Adults Coordinator - Fixed-term Maternity Cover

Contract:	Fixed-term maternity cover, 12 months
Salary:	£28,000 - £31,500 per annum
Location:	Home based, with opportunities to work in locations around Scotland, such as our purpose-built Community and International Leadership Centre, in Staffin or our Glasgow office, or other locations where our work takes place. You will need to travel occasionally as part of the role.
Closing date:	Wednesday 30 th September 2026
Interview date:	To be confirmed

About Columba 1400

Columba 1400 enables young people, especially those from tough realities, and the key adults in their lives to lead lives of purpose, meaning and contribution.

Our vision is that every young person and the key adults in their lives share a common experience and understanding of values-based leadership, enabling them to make real and lasting change in their own lives and in their communities. We base our approach on the words of John Buchan:

"The task of leadership is not to put the greatness back into humanity, but to elicit it as the greatness is already there."

Our founding principles of warmth of welcome, warmth of hospitality, and the warmth of being on a shared journey guide everything we do. We believe in creating a welcoming and supportive environment where every individual feels embraced and encouraged to discover their full potential.

Our six Columba 1400 values of Awareness, Focus, Creativity, Integrity, Perseverance and Service are at the heart of our approach. They guide how we are alongside our participants, shape the design of our Leadership Academies, and provide a framework for participants to discover their own core values.

Purpose

We are looking for someone to provide maternity cover. This full-time, fixed-term post helps protect the care, consistency and attention to detail behind our values-based leadership experiences.

This is an opportunity to be part of work that enables young people, and the key adults in their lives, discover what they are capable of. In practice, this means providing excellent coordination, clear communication and practical delivery support across Head Teacher Leadership Academies (HTLA) and Values-Based Leadership Experiences for Key Adults



You will help bring people, plans and details together, supporting team members, partners, Tutors and facilitators so that each leadership experience is carefully prepared and delivered with care. You will also help maintain accurate records and may have opportunities to engage directly with participants as part of preparation, delivery and follow up. This role would suit you if you are committed to attention to detail, are organised, thoughtful and want to contribute to work that makes a real difference through Columba 1400's values-based approach to leadership.

As part of this role, you will bring Columba 1400's value of Service to life: noticing the experience of participants, partners, Tutors, facilitators and team members; listening carefully to what is working and what could be enhanced; and using that understanding to improve the quality, care and consistency of the support we provide.

Key Responsibilities

- 1. Coordination of Head Teacher Leadership Academies:** Working closely with our Tutors who lead the Head Teacher Leadership Academies to ensure the work is planned, organised and facilitated effectively, and that delivery feels thoughtful, well-held and aligned with Columba 1400's values. This includes regular communication with the Team and participants, developing timelines and project plans, supporting registrations and communications, arranging venues, catering, resources, travel and accommodation, and ensuring delivery runs smoothly and within agreed budgets.
- 2. Key Adults Values-Based Leadership Experiences support:** Supporting the distinct requirements of Key Adults Values-Based Leadership Experiences, including participant administration, scheduling, sourcing and booking venues, facilitator liaison, welcome packs, resources, supporting documentation, attendance and registration tracking, evaluation, feedback gathering, post-experience follow-up and partner liaison.
- 3. Communication and stakeholder relationships:** Acting as a point of contact for communications related to the planning and delivery of leadership programmes and activities, working with partners, stakeholders and team members to support clear communication and alignment across the team.
- 4. Evaluation and reporting** Supporting data capture, evaluation, , storage and reporting for internal and external partners, maintaining accurate digital records related to events and sessions, and helping the team use learning from participant and partner experience to enhance how we plan, codesign and facilitate our approach.
- 5. Policies, safeguarding and compliance:** Following all Columba 1400 policies, including health and safety, safeguarding, data protection and GDPR requirements.





Skills and experience:

- Strong administrative, coordination or operations support experience, with the ability to plan effectively, manage priorities and follow through on agreed actions.
- Experience of planning events, programmes, learning experiences or work with partners and stakeholders.
- Clear and thoughtful communication, with the ability to adapt your style for different audiences and build trusted relationships with team members, partners, facilitators and stakeholders.
- Sound judgement, discretion and a practical, solution-focused approach.
- Accuracy, care and attention to detail, including confidence maintaining records and using Microsoft Office to support planning, communication, reporting and record keeping.
- Experience of using Salesforce or another CRM system would be helpful but is not essential.
- Experience in a charity, social enterprise, education, youth work, community or values-based setting would be welcome, but is not essential.
- An adaptable approach, able to deal with unexpected circumstances and last-minute changes or requests.

Why Work With Us:

At Columba 1400, you will be part of a supportive, family-friendly and values-based team that seeks to ensure people feel valued, trusted and supported. This role offers an opportunity to contribute to transformational work that helps young people and the key adults in their lives lead lives of purpose, meaning and contribution.

- Work flexibly as part of a supportive, family-friendly, values-based team.
- Play an important part in creating high-quality experiences which benefit young people and the key adults in their lives
- Bring your strengths, care and attention to detail to the delivery of Columba 1400's core purpose.
- Contribute to meaningful change in communities across Scotland.
- Support Scotland's national ambition to be the best place in the world for young people to grow up.

Columba 1400 is committed to creating a welcoming, inclusive and supportive environment. We welcome interest from people with different backgrounds, experiences and perspectives.

Duties and responsibilities may change from time to time to reflect the needs of the organisation.
September 2026

