**About the Fife Learning Project**

Our well-established Fife project has been operating successfully for over 20 years, delivering successful outcomes for Fife citizens with funded support from Fife Health and Social Care Partnership. The service provides targeted support for disabled adults and carers 16+ who experience barriers arising from disability, ill health, or other circumstances. The service is delivered by a Learning Coordinator and is underpinned by an existing pool of trained volunteers, recruited from the local community. Volunteers offer one-to-one support with learning to develop self-confidence and increase motivation. The objective is to give short-term support of up to 6 months duration, but this may be extended depending on individual need. The project is delivered through a blended approach to service delivery, which includes both remote and face to face support as appropriate depending on each person’s needs. The project works one to one and has the flexibility to deliver group work.

Our approach is person centred and whilst there may be some universal elements like guidance, support and transition, every learning journey is unique. We ask each learner what they would like to learn to achieve their outcomes, then we deliver that learning and support. Our participants engage in activities structured around supporting them to identify their own outcomes and achieve their aims. The project supports essential core skill development, including literacy, numeracy, communication, digital skills and improving qualification profiles. This supports progression towards positive destinations of choice relevant to each individual, matching their skills, abilities, and motivations.

**About the Learning Coordinator role**

Within the scope of responsibilities for this role and the approach described above, applicants should note the following key dimensions when delivering the range of hybrid, in-person, and online activities described above:

The role includes dealing with referrals from a range of partners and initial enquiries from potential learners, visiting eligible referrals, undertaking home visits, and registering learners for accredited learning options wherever appropriate.

Our Learning Coordinators offer impartial educational guidance through working with each learner to co-create a Learner Action Plan. The learner is supported to be at the helm of their journey towards a positive destination which matches their ambitions. The learning journey includes progression through Lead services as well as signposting and support to access appropriate external partner services. This involves reviewing progress and networking to generate appropriate next steps such as further learning, volunteering, and progressing towards work. This will all be delivered within the framework of the above project and with an approach that sees the full potential for every individual and organisational participant.

The role is home-based and offers an excellent and exciting opportunity for structuring workload to fit with demand. Support is provided by the Learning Services Manager and other Learning Coordinators. Regular meetings of the full, national team further enhance the opportunities for continuing professional development.

## About Lead Scotland

Lead Scotland is a charity supporting disabled people and carers by providing personalised learning, befriending, advice and information services. We have projects across Scotland and a national helpline and information service. Our local services are community and home based, one to one or in small groups so that people have the right support to learn and participate. We support people to build a bridge to reach their ambitions of personal development, learning, volunteering, and work. At a national level, we provide information and advice on the full range of post-school learning and training opportunities, as well as influencing and informing policy.

* **Our Vision** is of a fair society where disabled people and carers have an equal opportunity to learn, participate and achieve their potential.
* **Our Mission** is to influence change and provide personalised learning, befriending, advice, and information services.

**Strategic Goals for 2023 to 2026**

* Offer more local and remote learning opportunities, which improve access, offer accreditation, build confidence and skills, reducing educational exclusion.
* Extend our Befriending Services to reduce social isolation and create new pathways to learning.
* Extend our disabled student’s helpline and information services so that more students understand their rights, entitlements and make informed choices about their options.
* More disabled people have the opportunity to influence policy makers, breaking down systemic barriers to improve access for future learners.

**Our Values**: Integrity, Openness, Mutual Respect, Kindness, Equality

# Working for Lead Scotland

Alongside the salary, pension, and annual leave summarised in the job description, Lead Scotland also offers employees the option of flexible working around agreed core hours. Flexible working arrangements can be revised as required, for example when caring responsibilities change.

We love learning and we encourage our team members to develop and learn through accredited learning and peer-supported informal learning, as well as undertaking CPD with partner organisations as opportunities arise. Being home-based offers staff an excellent opportunity to work with a degree of autonomy and responsibility, within the framework of regular support and supervision meetings with their line manager. Our staff team has a voice in setting business direction, establishing programmes to ensure contract delivery, and we have weekly team meetings online to bring people together for structured sessions as well as more free-ranging discussions to support our culture of mutual respect, kindness, and support.

Closing Date: 5pm Monday 31st July 2023. Shortlisted applicants can expect an online panel interview with questions based on the criteria for the post, week of 7th August 2023.