**Job Description**

**Role Title** Learning Coordinator – Fife Adult Learning Project

**Conditions** Part time (21 hrs pw) and initially fixed term to 31 March 2024

**Terms** £25,600 (pro rata); pension; expenses; 25 days annual leave plus 12 days public holidays per annum (pro rata). Fixed term initially until 31st March 2024 (annually recurring grant subject to funding)

**Role Purpose** Deliver activities defined by our Fife Adult Learning Project supporting disabled young people, adults, and unpaid carers to access education and training. Work closely with partners and referral bodies to deliver a person-centred service in accordance with agreed objectives for every learner.

**Location:** Home based in Fife with travel (see below).

**Disclosure:** This is regulated work and will require a PVG

**Organisation** This post reports to the Learning Services Manager and works with colleagues including the Engagement and Fundraising Officer and other Learning Coordinators across Scotland.

**Responsibilities**

1. Supporting Fife disabled adults, unpaid carers, and those who experience multiple barriers to learning and training with one-to-one and small group tailored support to enable them to improve their skills, accredited learning, and confidence and to improve their life chances.
2. Working to enable learners to progress through their self-defined learning action plan to achieve their outcomes and move on to further life opportunities.
3. Working with partners in delivering a person-centred service to meet learners’ aims and objectives and to meet the outcomes agreed with the project funder.
4. Support learners to develop and regularly review individual learning plans and development opportunities.
5. Communicating effectively with the funder and other referral partners to ensure participants are engaged and supported, and to ease transitions between services.
6. Travel to learners’ and volunteers’ communities and to partners as required, including learners’ homes.
7. Maintain effective learner record-keeping processes and project monitoring activities.
8. Recruit, induct and support volunteers who in turn support learners.
9. Function as part of Lead Scotland’s national team.
10. Work effectively with Lead Scotland’s stakeholders.
11. Represent Lead Scotland at external events and as part of national consultations.
12. Any other reasonable duties as directed by the Learning Services Manager or the Chief Executive to ensure that Lead Scotland meets its obligations.

**Expected Outcome**

The target number of learners in accordance with the project definition will be supported to undertake and achieve relevant, accessible non-formal and formal learning opportunities. Disabled people and carers, through the catalyst of learning and support will then progress into their chosen positive destinations, sustain their learning, and ultimately take steps to improve their lives, with a positive impact on their employability, their families, and their communities.

**Person Specification**

**Post Title: Learning Coordinator**

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|  | **Essential**  | **Desirable** |
| **Education/ Qualifications/ Training** | * Can demonstrate having very good digital skills.
 | * Hold an Assessors Award or have experience of assessing.
* CLD experience.
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| **Experience/****Knowledge** | * Have previous experience of working with disabled young adults experiencing a range of barriers. \*
* Previous experience of working one-to-one with disabled people to gain positive learning outcomes. \*
* Ability to engage participants and support progression
* Previous experience of delivering non-formal and accredited learning programmes.
* Understanding and experience of person-centred approaches to service delivery.
* Experience of working in adult education.
* Experience of delivering digital skills learning at elementary levels.
* Knowledge of key partners in Fife
 | * Understanding of working in the third sector.
* Volunteer management experience
* Experience of family learning
* Previous experience of designing and tailoring learning programmes.
* Commitment to continuous professional development.
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| **Skills/****Abilities**  | * Confidence in communicating one to one and with groups. \*\*
* Excellent organisation skills.
* Experience of supporting disabled people or others who are experiencing a range of barriers to learning.
* Commitment to using a person-centred approach.
* Excellent social skills.
* Be motivated and able to motivate others.
* Active listener.
* Holistic approach/non-judgemental.
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| **Additional** | * Clear PVG check.
* Access to transport working in homes and communities across Fife
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Lead Scotland is an organisation centred on people. As such we support a nurturing and flexible environment for our learners and our staff. We encourage empathy, sensitivity, and enthusiasm to ensure our commitment to equality and diversity in everything we do. Your ability to use your initiative to adapt to others’ needs and to bring a calm approach to your professional delivery of learning and support will ensure that your personal attributes are aligned with this role.

\*Or clearly applicable transferrable experience.

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\*\*In the context of this role, communicating involves:

* written communication via email.
* Telephone conversations with colleagues, partners, and learners.
* Online communications using different platforms including Zoom and MS Teams, with colleagues, partners, and learners.
* In-person conversations with learners, colleagues, and partners.
* Occasional opportunities to present information to colleagues, learners, and partners using a medium that works for you, which could include flipcharts, Canva/PowerPoint/Slido etc, video, recorded spoken word, or spoken word/sign language as required.