**Job Description**

**Role Title** Sessional Worker Role

**Conditions** Part-time – hours and schedule to be agreed for work up to 31st March 2025.

**Terms** £20 per hour

**Role Purpose** Deliver activities defined by our Digital Skills for Health and Wellbeing Project including provision of individual and community focus group research leading to the creation and communication of a report to stakeholders on the findings.

**Location:** Home based for admin, in person work across local authority area in community venues and learner homes.

**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 disabled adults and carers who experience multiple barriers to digital and online activity in relation to accessing and using digital and online health apps, to highlight barriers to participation.
2. Working closely with the Learning Coordinator and Learning Services Manager to establish a research project around the accessibility of online health platforms in the community.
3. Organise and deliver community focus groups, one to one interviews and wider surveys to both participants of the project, the wider public and partner organisations.
4. Write a report about the findings and potentially report it to partners organisations and public bodies such as NHS.
5. Travel to learners’ and volunteers’ communities and to partners as required, including learners’ homes.
6. Maintain effective record-keeping processes and project monitoring activities.
7. Work effectively with Lead Scotland’s stakeholders.
8. 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**

Working with participants in small groups or one-to-one, on occasion with the support of one of our Learning Coordinators, to provide the support required for participants to evaluate the barriers to participation in widely available digital and online health and wellbeing apps and web solutions. Summarise the information into a report that can be shared with the project funder and with the providers of the digital solutions reviewed.

**Person Specification**

**Post Title:** **Sessional Worker**

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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. |
| **Experience/**  **Knowledge** | * Have previous experience of working with people experiencing multiple barriers to digital inclusion and/or disabled adults or carers experiencing a range of barriers to achieving their aims. \* * Previous experience of working one-to-one with learners to gain positive outcomes in adult learning, including literacy and numeracy. \* * Ability to engage participants and support progression. * Previous experience of delivering non-formal or 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. | * 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. |
| **Skills/**  **Abilities** | * Excellent listening and interpersonal skills**.** * Excellent organisation skills, ability to prioritise. * Confidence in communicating one to one and with groups. \*\* * Experience of supporting learners or others who are experiencing a range of barriers to learning or community participation. * Be motivated and able to motivate others. * Enthusiastic and positive approach. * Creative, flexible, and receptive to change. * Solution focused approach to problem-solving. | * Report writing * Group-work skills |
| **Additional** | * Clear PVG check. * Access to transport to travel across the local authority to learner’s homes and community venues. |  |

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.

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\*Or clearly applicable transferrable experience.

\*\*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.