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**JOB SPECIFICATION**

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| **JOB TITLE:** | Learning Officer |
| **FUNCTIONAL AREA:** | Learning and Communications |
| **LOCATION:** | Robertson House, Glasgow |
| **REPORTING TO:** | Learning and Communications Manager |
| **SALARY:** | Grade 2 |

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| MAIN DUTIES/RESPONSIBILITIES |
| Job Purpose Assist in the creation, use and sharing of knowledge and learning internally and externally in order to:   * + Support our understanding of the world we are operating in   + Help us to understand the value and impact of our work   + Enable us to plan, deliver and review work effectively   + Work in collaboration with colleagues to inform and influence policy and practice (our own and others)  Key responsibilities **Help develop and sustain in-depth understanding:**   * Of the views and needs of people with experience of poverty and trauma * Of evidence, policy and practice in relation to poverty and trauma   **Provide learning support to teams:**   * Design and conduct learning activities across the Trust’s thematic groups (Education Pathways, Work Pathways, Financial Security, Emotional Wellbeing and Relationships) * Assist the Learning and Communications manager to commission and manage research and evaluation contracts * Ensure research and evaluation activities are delivered in line with good practice and ethical guidelines * Identify overlaps in learning across the Trust and produce shared messages as appropriate   **Support communications and advocacy work:**  Work with colleagues to identify and share learning with a wide range of diverse stakeholders, including staff and the people, communities and organisations The Trust works with in order to influence change in Scotland  Work with colleagues to deliver events, seminars, webinars and similar  Engage with all forms of communication used by grantholders and awardees, including social media, to track their progress and identify learning at an early stage   * Keep informed of key policy and practice developments in specific thematic areas, providing relevant updates to staff   Undertake public speaking engagements, where required   * Support the Learning and Communications Manager to ensure a range of people with experience of poverty and trauma are appropriately and safely involved in shaping and delivering the Trust’s influencing work, including the design and delivery of events   **Other responsibilities**   * Contribute to work supporting cross-cutting themes for the Trust, for example Equality Diversity Participation and Rights and Climate Change * Build relationships with a wide range of key partners & stakeholders * Adopt and demonstrate the Trust’s values |

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| **Signed by:** | Cassy Rutherford | **Date** | 2nd June 2022 |

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**PERSON SPECIFICATION FORM**

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| **FUNCTIONAL AREA:** Learning and Communications | **VACANCY REF. No:** |
| **JOB TITLE:** Learning Officer | **LOCATION:** Robertson House, Glasgow |

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| **THE EMPLOYEE** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications/Experience**  What educational attainments must the candidate possess? What professional/technical skills and knowledge are important, and what kind of job experience should the candidate have? | * Good understanding and technical knowledge of qualitative and quantitative evaluation and research methods * Experience of supporting teams and organisations to develop and embed learning as a core part of their work * Strong written and verbal communication skills and the ability to communicate complex issues and ideas in an accessible and engaging way * Critical reading, review and analysis skills * Ability to deal with and prioritise conflicting demands effectively * The post holder must be able to work effectively as part of a team and contribute to collaborative projects | * Experience in designing, conducting, commissioning and managing evaluation and research contracts |
| **Special Aptitudes**  Are there any particular skills which are required for the job e.g. numerical, language, verbal reasoning etc. | Evidence knowledge/skills of   * Good written and oral communication * Learning and evaluation methods * Production of well-presented material using Microsoft Office applications |  |
| **Circumstances**  In terms of personal circumstances, what will the job demand / provide? | * Scotland wide with main base in Glasgow * Occasional evening and weekend working may be required * The Trust is currently testing approaches to hybrid working |  |