

About GDA

GDA is a vibrant disabled people led organisation with **over 5500 Members** – the biggest groundswell of disabled people in Europe. GDA brings diverse disabled people together, with all kinds of impairments and conditions from across Glasgow and beyond. Our common bond is our shared experience of disabling barriers and of working for solutions to break these down. We are a leading example of a **community of identity**, united around a sense of belonging, shared experiences of exclusion and inequalities and a resolve to overcome these and achieve disabled people's improved experiences of equality and human rights.

A model of grassroots community activism, our mission is to build confidence, connections and enable the contributions of diverse disabled people. **Our vision** is that disabled people can participate fully in their own lives, communities and wider society with the support they need and with choices equal to others.

GDA is proud to be part of the disabled people's Independent Living Movement, founded on the **social model of disability**. This liberating model is a different way of understanding "**disability**", and maintains that although impairments and health conditions are a normal part of life – inequality is not. Disability results from the barriers we face, living in a society that was not designed with us in mind. It is therefore society that disables us. Equality is not about fixing disabled people's bodies or impairments. Instead, it is about removing the barriers in society.

GDA's approach is founded on Human Rights and Community Development:

We believe disabled people have vital expertise through lived experience of inequality. Our programmes raise disabled people's consciousness of their rights and entitlements, build confidence and voices to contribute experiences and expertise and put them at the centre of driving solutions to inequalities faced. We do this through:

- ✓ delivering programmes of holistic individual support including personal learning and development and building self-esteem and aspirations; GDA also supports disabled people through employability coaching, wellbeing support and welfare rights to make sure they access rights and entitlements; we deliver events and activities which connect disabled people with each other and with services and opportunities which support them.
- ✓ developing disabled people's collective capacity and collective voices, drawing on powerful peer support opportunities and building on strengths to increase confidence and capacity to be leaders in their own lives and participate in decisions which affect them.

- ✓ collaborating with others, including policy and decisions makers, promoting co-design opportunities, sharing lived experience with and of disabled people, amplifying voices and priorities and driving positive change by working to shape and influence policy decisions and service reform.

GDA acts as an independent and strategic partner to both Scottish Government and Glasgow City Council. We provide and share lived experience evidence, data and insights across a range of policy and service development areas including Social Isolation, Employability, Social Care, Mental Health and Wellbeing, Participation, Social Security, Minimum Income Guarantee and Covid-19 responses. At both local and national levels, GDA has led and collaborated on strategic approaches to tackling disabled people's long term poverty, inequality and poorer life outcomes.

About GDA's Learning Programme

GDA's learning programme is the cornerstone and key to achieving all of GDA's outcomes. Free, fun, fully accessible and no-commitment learning engages disabled people, often for the first time, so they can meet others, have fun and build confidence. By meeting access needs on a "no strings attached" basis, we remove the fear of failure and barriers to learning that are often present in wider community learning settings. People tell us that GDA's approach enables them to 'bring their best self' along and participate like anyone else. Pre-pandemic we supported around 1200 individuals per year to participate in GDA learning and events. [Find out more about GDA Learning on our website.](#)

Once disabled people are engaged and taking part in learning taster sessions, they develop the self confidence and belief that they can do more, learn more and participate more! Therefore GDA also offers in-depth, longer programmes of more intense learning for people who wish to progress in their learning journey. These programmes offer personal development, coaching, and skills-based activities, with some offering certification, and others qualifications that enable progression into volunteering, wider participation or paid work – although there remains no expectation or obligation.

All our learning programmes continued online throughout the pandemic and are needed now, more than ever, to enable disabled people to rebuild confidence, connections and make their vital contributions. At present we are slowly reintroducing face to face learning but we intend to continue delivery of online learning alongside this for the time being. We have piloted several larger hybrid sessions and will continue developing this model – albeit very resource intensive – to enable as many people as possible to participate in larger events.

We are now recruiting a Learning Coordinator to work alongside and at the direction of our Learning Manager to develop and deliver both online and face to face learning programmes, develop new connections with disabled people in communities across Glasgow, and build relationships with community learning providers and freelance tutors to expand our learning offer.

Job Description and Person Specification

Job Title: Learning Coordinator

Salary: £26K

Contract: until March 2024 and thereafter dependent on future funding.

Reports to: Learning Manager

Accountable to: Chief Executive / Depute CEO

Hours: 35 hours per week Monday – Friday (occasional evening/weekend work will be required for which time off in lieu i.e. TOIL will be granted)

Location: Initially home-based; partial return to office at Templeton Business Centre envisaged.

Outline of the Role: Learning Coordinator

GDA is seeking an experienced learning coordinator with knowledge and experience of using community learning and/or community development approaches to engage those who experience inequality and disadvantage including barriers to learning.

This will involve:

- Working with the Learning Manager to develop accessible programmes of learning.
- Producing accessible information and communications to promote learning opportunities to disabled people.
- Coordinating and organising the delivery of accessible online and face to face learning opportunities.
- Coordination and organising necessary access supports to remove barriers to participation in learning.
- Supporting disabled people to engage and take up learning opportunities, including active engagement, promotion and welcoming learners into sessions.
- Building relationships with tutors, venues and external stakeholders to maximise opportunities for disabled people to engage in quality learning opportunities.
- Working collaboratively with the Learning Manager and GDA colleagues to ensure disabled people's wider needs are being met where necessary, e.g. referrals to Welfare Rights, Digital support, and so on.

The successful candidate will have excellent organisational skills and will be a confident and creative communicator, with an understanding of the complex barriers that impact on disabled people's lives. They will be compassionate, respectful and affirming of disabled people's skills and talents, and committed to understanding and removing barriers to their equal participation.

Main Duties and Responsibilities: Learning Coordinator

Engagement of disabled learners

- With the Learning Manager, contribute to developing and delivering an outreach engagement strategy to engage disabled people e.g. through talks, info stalls, events and social media to provide information, raise awareness and promote GDA's opportunities.
- To promote GDA learning to a broad range of referral agencies in Glasgow and work with these partners to recruit a diverse range of disabled people.
- Promote the learning programme to GDA colleagues to encourage and support disabled people to gain maximum opportunities for peer support.
- Refer potential learners to internal and external supports when required, especially if they are facing issues that prevent them engaging in learning opportunities, e.g. digital support, social care, welfare rights, etc.

Learning Programmes

- Contribute to developing a programme of accessible learning sessions build disabled people's confidence and encourage and motivate them to engage with further GDA and wider supports.
- Contribute to sourcing and developing in-depth programmes of learning that enables disabled people to build personal skills, capacity and opportunities for ongoing personal development, including certificated courses, skills based programme, employability and collective voice related opportunities.
- Source external learning opportunities, tutors and training providers to deliver quality accessible programmes of learning.
- Identify ongoing needs of learners, and develop programmes accordingly.
- Keep up to date with external environment to ensure learning programme responds to wider issues, e.g. coping with fuel costs, understanding climate change, building knowledge in relation to policy consultations, linking in with Awareness Weeks, and so on.

Administration, Access and Coordination

- Develop and produce communications and learning resources (e.g. information leaflets, posters, social media content) that are appropriate and accessible to a range of audiences, including disabled people.
- Liaise with participants to establish their needs and organise any access support required, e.g. transport, accessible information, personal assistance, communication support.
- Liaise with venues to source accessible space and ensure appropriate and accessible environment for learning can be provided.
- Liaise with training providers, tutors and speakers to ensure they have all the necessary information, resources and support required to ensure their sessions are delivered in an accessible way to learners.
- Communicate regularly with learners to ensure they have the information, resources and access support they need to participate fully in GDA learning.
- Support the continued engagement of learners, e.g. via reminder calls, check-in conversations with those who disengage, welcoming learners to sessions, etc.
- Ensuring invoices are received within payment timeframes and are correct before being authorised for payment by the Learning Manager.

Monitoring and Evaluation

- Ensure that all learning is evaluated in line with GDA's Monitoring and Evaluation Framework.
- Ensure all GDA learning is recorded within GDA's administration systems, e.g. learning calendar, project databases, monitoring database, learner registers, etc.
- Ensure outputs from learning sessions are recorded and utilised appropriately, e.g. photographic records, filming, artwork, evaluation forms, etc.
- Support Learners Reference Groups to provide ongoing feedback on the development, design and delivery of GDA learning opportunities.
- Contribute to development and refining of monitoring and evaluation systems to ensure ongoing continual improvement of GDA Learning programmes.
- Provide regular learning programme reports both to the Learning Manager and contribute to those produced by Learning Manager for the CEO and GDA Board.

General

- Comply with GDPR at all times; maintain accurate records of all project activity.
- Work collaboratively with GDA colleagues, contributing to the positive, proactive and supportive culture of GDA.
- Subscribe to the ethos, vision and mission of GDA, taking individual and collective professional responsibility to champion equalities and human rights.
- Work at all times with integrity and to the highest professional standards.
- Ensure that services are provided in accordance with GDA's Policies.
- Undertake other duties as may be required by the CEO or GDA's Board of Directors consistent with the overall aims of the post, project workplan priorities.

Person Specification: Learning Coordinator

Skills and Abilities	Essential	Desirable
1. Community Development and/or Community Learning methods or approaches.	✓	
2. Excellent communication and interpersonal skills; able to use patience and empathy to help you inform and support diverse groups.	✓	
3. Ability or willingness to learn how to engage and respond to people with diverse access / communication support needs e.g. individuals with learning difficulties, speech or hearing impairments; individuals who may require interpreting services (BSL or other languages)	✓	
4. Ability to produce communications and information in a variety of engaging and relatable ways, appropriate and accessible to a wide range of audiences.	✓	
5. Excellent interpersonal skills for relationship building, and networking.	✓	
6. Excellent organisational skills including coordinating learning programmes and events.	✓	
7. IT skills including Microsoft Office or equivalent.	✓	
8. Ability to build supportive relationships with individuals and groups to motivate them and encourage them to progress.	✓	
9. Able to work independently and proactively with minimal supervision to prioritise and reprioritise work whilst also able and willing to take direction- especially when homeworking.	✓	
Knowledge and Experience	Essential	Desirable
1. Understanding of barriers disabled people face, either through personal or professional experience.	✓	
2. Strong practical understanding and experience of using community development and/or community learning principles to empower and support those facing inequalities.	✓	
3. Understanding of Independent Living philosophy and the social model of disability and/or willingness to learn.	✓	
4. Experience of supporting people who may experience barriers to engagement, participation and learning.	✓	
5. Experience of using online platforms to communicate and deliver learning e.g. Zoom, social media, MailChimp, etc.	✓	

6. Experience of networking and collaboration with wide range of stakeholders.	✓	
7. Experience of project, programmes or event coordination, report writing and record keeping.	✓	
8. Experience of the voluntary / third sector.		✓
9. Facilitation, group work or training experience.		✓
Personal Attributes and Attitude	Essential	Desirable
1. Self-motivated, proactive and ability to work on own initiative under pressure and to tight deadlines.	✓	
2. Commitment to ethos of GDA and a passion for working with disabled people and supporting them to engage and participate in lifelong learning opportunities.	✓	
3. Commitment to intersectional equality and human rights.	✓	
4. Kindness, patience and empathy when dealing with people facing difficult circumstances.	✓	
5. Teamwork: contributing to and supporting your colleagues utilising individual and shared learning and development.	✓	
6. Flexible and adaptive to change.	✓	
7. Enthusiasm, ability to motivate and connect with people.	✓	
8. Compassion, empathy and humility; determination to foreground and elevate disabled people's own voices and expertise.	✓	
9. Willing and able to work evenings and weekends occasionally when required.	✓	