



**Title:** Outreach and family engagement lead  
**Responsible to:** Head of Direct Help and Support  
**Salary:** £26,000 - £30,000  
**Status:** Full time (35 hrs) with occasional weekend/evening work to be expected  
**Supervisory responsibilities:** None at present, but future developments may entail supervision of staff and/or volunteers.  
**Location:** Edinburgh based, but planned travel within Scotland required

The Salvesen Mindroom Centre is going through an exciting period of change, building on our knowledge and expertise as we move towards achieving our goal of becoming a world-leading centre for learning difficulties.

This is a key role for the organisation, as it enables us to deliver a range of training and awareness raising sessions directly to parents and carers, and professionals. It enhances our capacity to have a physical presence in areas of deprivation, and strengthens our profile as a national organisation. The role brings a specialist into the team with excellent training and engagement skills, who will play a key part in developing our collaborative work with other organisations. The post holder will make a significant contribution to the work of our Direct Help and Support team: working to achieve positive outcomes for children, young people up to age 25 years, and their families, living with learning difficulties. Although knowledge of learning difficulties is highly desirable, we can provide training and resources to ensure the right level of expertise.

The starting salary will be in the range £26,000 - £30,000 depending on qualifications, experience and aptitude for the role. The charity operates a contributory pension scheme to which the employer contribution is currently 3%. Mileage allowance is 45p per mile for own car use. We have in place a confidential conversations service for all staff, currently provided by Crossreach.

<b>Job purpose:</b>	<p>The post holder will plan and deliver a programme of events for families and professionals, to raise awareness of learning difficulties and give practical ways to offer support aligning these fully with our organisation’s pragmatic and highly regarded approach. With a focus on areas of deprivation, these engagement activities will be available to families who may otherwise find it difficult to access services. The role will link firmly with our Direct Help and Support service and research activities. It will extend the reach of The Salvesen Mindroom Centre widely across Scotland, and create training resources that can be used in other settings.</p> <p>The post will involve identifying further training opportunities to share our expertise in learning difficulties and parent/carer support with partners, potentially on an income generating basis, to include eLearning and online training resources.</p>
---------------------	--

	The post will involve planned travel within Scotland, and may require weekend and/or evening working.
--	---

<b>Main duties and responsibilities:</b>	<p>Liaise with partners in education, health and social care, justice and the third sector to identify the areas where our work will have the most impact</p> <p>Working closely with the senior team, design, develop and deliver high quality training at a series of engagement events for parents and carers, as well as for professionals, in Scotland</p> <p>Monitor and report on engagement event take-up and outcomes and identify the potential for wider collaboration</p> <p>Research ongoing training opportunities and develop a robust and highly professional income-generating training programme</p> <p>Lead on the creation of a portfolio of first-class online resources such as webinars, MOOCs etc. accessible to a range of service providers</p> <p>Respond to ad hoc requests for training/awareness raising</p> <p>Ensure our training is of a standard to be accredited for various professional groups particularly teachers</p> <p>Maintain casework records in accordance with best practice and to ensure confidentiality is absolute</p> <p>Contribute to team development and undertake personal CPD as appropriate</p> <p>Contribute positively to the wider work of The Salvesen Mindroom Centre</p>
--	--

### Person specification

		<b>Essential</b>	<b>Desirable</b>
<b>Education and qualifications</b>	Further qualifications, degree or similar (Relevant working experience will be considered)	√	
<b>Experience</b>	Extensive experience of designing and delivering high quality training/engagement events to a range of audiences	√	

	Ability to design first class training materials in a range of formats	√	
	Expertise in engagement with parents and carers or if not then strong evidence of the ability to do so		√
<b>Knowledge</b>	Knowledge or understanding of learning difficulties, disability and equalities, or strong evidence of ability to gain this	√	
	Knowledge of relevant legislation and policy		√
	Knowledge or experience of education health and social care systems		√
<b>Skills</b>	First rate communication, organisational skills and time management	√	
	Strong IT and office-based skills	√	
	Ability to introduce/ learn new technological systems	√	
<b>Personal Attributes</b>	Ability to be flexible	√	
	Can work on own initiative	√	
	Ability to work within a team	√	
	Strong interpersonal skills	√	
	Ability to build effective relationships with colleagues and with a wide range of external stakeholders	√	
<b>Other</b>	Clean driving licence and use of a roadworthy car. This will remain an essential requirement to ongoing employment in this role	√	
	A satisfactory PVG check (post offer of employment)	√	