



## Outreach Project & Learning Officer – Maternity Cover (6-8 months)

*Salary £25,000 – based in Glasgow*

Poppyscotland provides life-changing support to our Armed Forces community. We reach out to those who have served, those still serving, and their families by offering vital practical advice, assistance and funding.

An exciting opportunity has arisen for maternity cover to develop, deliver and evaluate learning opportunities related to the work of Poppyscotland. Subject to approved funding the role will also help establish the Moving Poppy Project - a mobile unit, which will be used to deliver Poppyscotland learning resources to schools, youth groups and communities across Scotland. You will help with the planning stage of the project enabling the vehicle to be on the road by the end of 2018. You will also contribute to designing appropriate learning resources for use on board the vehicle as well as planning and publicising the unit across Scotland.

### **Main responsibilities:**

- To develop, deliver and evaluate learning initiatives which increases understanding of our work and increases participation and funding.
- To deliver learning initiatives by establishing appropriate relationships with educational establishments and organisations throughout Scotland.
- To develop, distribute and manage the widest range of appropriate learning resources.
- To provide guidance and advice in the development and delivery of fundraising initiatives within schools.
- Designing educational material and resources appropriate to engage children in line with Curriculum for Excellence
- Assist in establish the Moving Poppy outreach project (subject to funding) helping to deliver learning experiences related to remembrance, the poppy and veterans to schools and other organisations throughout Scotland
- To maintain accurate records of income and expenditure and to ensure agreed targets and performance indicators are met.

### **Key Skills / Qualities**

- Project Management Experience ideally relating to mobile units or in a learning environment
- Demonstrate an understanding of the Scottish Education system along with an enthusiasm and passion for education
- Active interest in outreach and education work
- Excellent organisational skills
- Excellent interpersonal skills and the ability to represent the organisation effectively to a wide range of external stakeholders and supporters including children and young people
- Ability to assimilate information quickly (being able to write clearly, effectively and with accuracy is essential)
- Ability to meet tight deadlines

- Proficient in utilising IT including Microsoft Word and Excel to a high standard
- Experience of working with different learner needs (ages, abilities) both formal and informal is desirable but not essential.
- Understanding of fundraising and sponsorship is desirable but not essential.
- Full driving licence.
- PVG check required.

Further information is available at <http://www.poppyscotland.org.uk/about-us/current-vacancies/>. Please send your CV and covering letter, highlighting how you meet the key skills and experience, to [recruitment@poppyscotland.org.uk](mailto:recruitment@poppyscotland.org.uk) by Friday 26<sup>th</sup> January 2018. If you have not been contacted within 2 weeks of the closing date you may conclude that you have not been short-listed for interview. As a charity we are unable to respond to all applications received due to the costs involved.

Interviews are likely to be on 6<sup>th</sup> February in Glasgow.

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