



## Job Description Outreach Project and Learning Officer – maternity cover

Location: Glasgow Office

Contract: 6-8 months

Reporting to: Learning & Outreach Manager

### **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 undertake appropriate presentations and activities in relation to our learning resources.
- To provide guidance and advice in the development and delivery of fundraising initiatives within schools.
- To liaise with all relevant internal and external relevant bodies including The Royal British Legion, Legion Scotland and Lady Haig's Poppy Factory. To co-ordinate and undertake joint educational activities where appropriate.
- Assist in establish the Moving Poppy outreach project (subject to funding)
- Designing educational material and resources appropriate to engage children in line with Curriculum for Excellence
- Delivering 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.
- To work as directed on supporting the delivery of fundraising events, donor cultivation and development, fundraising activities and the Poppy Appeal.
- To represent Poppyscotland in a professional way that ensures appropriate communication with our supporters and stakeholders.
- To support proactively and develop quality Poppyscotland supporter and stakeholders relationships through excellent written and verbal communication.

## 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
- Ability to take initiative and work without direct supervision
- Good knowledge and understanding of military/ history and/or the ability to learn about this quickly.
- Marketing and/or event management experience
- 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.