****

**ROLE DESCRIPTION**

**COMMUNITY JUSTICE SCOTLAND**

**Role Learning Development & Innovation Support Officer**

**Reports to** Head of Learning, Development & Innovation

**Internal Liaison** Members of the team

**External Liaison** Students, partner agencies

|  |  |
| --- | --- |
| **Salary** | £20,406 |
| **Location** | Saughton House, Edinburgh |
| **Hours** | 37 hours per week |

|  |  |
| --- | --- |
| **Closing Date** | 4 June at 12 noon |
| **Employment Type** | Permanent Employee |

**Our people: our vision**

At Community Justice Scotland we have a vision: to make Scotland the safest country in the world. We want to make positive and lasting changes to our communities and give everyone in Scotland the best chance to be productive and healthy, regardless of their starting point. Our organisation is at the forefront of change in the justice sector. Our teams provide leadership for the sector; drive innovation, learning and development; provide independent assurance on the delivery of improved outcomes; provide improvement support where required; and change the conversation and shift public perceptions about community justice. We demonstrate our values of compassion, fairness, integrity, respect, support and trust in everything that we do. Joining our team means entering a fast-paced working environment where critical thinking, flexibility and passion are the norm.

The establishment of Community Justice Scotland is part of a much bigger project to redesign community justice in Scotland. We are a non-departmental public body, enabled in legislation following the passage of the Community Justice (Scotland) Act 2016. Our people are driven by a commitment to our values and to making Scotland the world leader in Smart Justice.

**Your role: your strengths**

This post provides admin support to the Learning, Development & Innovation team and the forthcoming Online Hub. The main tasks will be to manage trainee records, assist with the maintenance of the Online Hub and take a leading role in the organisation of training courses. It requires someone who is flexible and has the ability to work in a team and across teams.

**To make lasting positive changes to our communities you will:**

be responsible for maintaining the attendance and results records of trainees participating in courses run or facilitated by Community Justice Scotland. This will include trainees enrolled on e-learning packages as well as classroom based learning; (30%)

assist in the organisation of training courses, booking training venues, hotel accommodation and refreshments for trainees and trainers; (50%)

send out joining instructions and ensure that trainees have the relevant learning materials in advance of scheduled courses. Check attendance records against invoices; (10%)

maintain a list of external speakers for training courses run by Community Justice Scotland; (5%)

co-ordinate requests for speaking engagements and attendance at external meetings for members of the Learning, Development & Innovation team. (5%)

**To ensure that we help people across Scotland to achieve their potential you will:**

* effectively plan and organise your own work and the training schedules of your team. You will work calmly under pressure, using your own initiative to prioritise demanding workloads. You will work to tight deadlines while maintaining a high level of accuracy.
* have a high standard of written and oral communication skills with the ability to engage effectively with staff at all levels. You will be confident in building strong and lasting relationships with colleagues in CJS as well as with external stakeholders.
* Demonstrate strong IT skills including a range of MS Office programmes. In particular, you will use your experience of working with databases and spreadsheets.
* work flexibly as part of a team to achieve agreed targets, solve problems collaboratively and meet organisational objectives.

**To position Community Justice Scotland as world leaders in our sector you will possess:**

**Self Awareness**

You will be a decisive person. You will be well organised and able to prioritise your work accordingly. You will show consistent accuracy and attention to detail.

**IT Skills**

You will take responsibility for the management of the databases and spreadsheets relating to learning and development delivery for trainees and staff.

**Communications and Engagement**

You will have strong written communication skills to enable you to produce concise, clear and well-structured documents.