



Community Justice Scotland

Ceartas Coimhearsnachd Alba

Learning Support Officer
Recruitment Pack

April 2026

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1 Overview

The Community Justice (Scotland) Act 2016 established Community Justice Scotland (CJS) as the national organisation for promoting, monitoring, and supporting improvement in the delivery of community justice in Scotland.

CJS is here for everyone who has experience of the justice system in Scotland. Victims, people who have broken the law, practitioners and professionals working within the criminal justice system, members of the Scottish Government, policy makers, and legislators but most importantly the population of Scotland who need to be assured that the system of justice is fair, safe, and effective.

CJS' vision We all want Scotland to be a place where we can all feel safe. That is why we need a justice system than we can rely on. We will achieve that goal through constant innovation and by collaborating closely with our partners to develop new ways of supporting



people who have committed a crime, their families and the various agencies that help to break the cycle of reoffending, allowing people to make a positive contribution to society.

Role: Learning Support Officer

Salary: £34,936 to £37,894

New entrants will start on the lowest salary point. Top of scale salary can be achieved within 4 years of employment.

Contract: Fixed Term 12 months

Maternity Cover

(subject to satisfactory completion of probation)

Our [People Strategy](#) sets out our vision for the type of organisation we want to be. We know that if you like the people, enjoy the role and feel listened to and valued, you will feel fulfilled and productive in your role. We learn from each other and promote continuous improvement in what we do. You will meet great people, and you will be inspired by the work that goes on across Scotland and beyond.

2 Your Role: Your Strengths

The Learning Support Officer is a key role in Community Justice Scotland and involves supporting our Learning, Development, Innovation & Caledonian (LDIC) team to manage online, blended and face to face learning material and assist with both the dissemination of training materials and monitoring deadlines for submissions of work by students.

You will maintain the LDIC Learning Management System. You will also send reminders to students at key points in their journey through our blended learning products.

You will be able to advise and support LDIC in successfully delivering their training. You will have experience of managing a learning platform and provide timely information to trainers to help mitigate issues and challenges.

The role will require regular liaison with our external stakeholders and dealing with queries submitted by them relating to content and access to the Learning Management System.

You will have excellent time management and organisation skills and an ability to communicate to a range of audiences.

3 Main Duties

The successful candidate will assist with the organisation of online, blended and face to face learning. You will be responsible for the administration of the Learning Management System (LMS), maintaining the records of students participating in courses run or facilitated by Community Justice Scotland. These courses are aimed at diverse stakeholders across the community justice sector and include eLearning products, blended learning products as well as classroom-based learning. The sending out of relevant materials in advance of courses will also be of key importance to ensure that students are given a high-quality learning experience.

Main Responsibilities:

- Manage and maintain the CJS Learning Management System
- Review and develop the CJS Learning Management System
- Support the communication and engagement activities required to ensure online, blended and face to face training courses can be delivered.
- Manage the Learning Management System to ensure students have the required access to LDIC Courses.
- Collate and prepare management information from the monitoring and evaluation of courses.
- Liaise regularly with stakeholders to manage training requirements.
- Provide support with managing the Caledonian System database

4 Essential Criteria

- Good knowledge of planning and organisational skills
- Good knowledge and understanding of digital learning platforms.
- Ability to support the analysis and interpretation of complex information from a range of sources.
- Experience in supporting decision making through the preparation and submission of reports.
- Experience in stakeholder engagement with a range of partners
- Excellent Administrative and organisational skills

5 Desirable Criteria

- Knowledge of Learning Management System and relevant learning products
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6 Success Profiles

Success profiles are specific to each job, and they include the mix of skills, experience and behaviours candidates will be assessed on. You can find out more about Success Profiles Behaviours, [here](#). This post sits within behaviour level 2.

1. Managing a quality Service
2. Working Together
3. Making effective decisions
4. Seeing the big picture

7 Flexible Working

CJS are an Edinburgh based organisation. We have a three day a week commitment to working from our office space/with Stakeholders.

CJS is a Disability Confident Employer and as such we are an inclusive and accessible organisation.

8 How to Apply

Please complete our application form available on our website and return to HR@communityjustice.scot.

If you would like to apply using an alternative method, or if you have any questions, please contact our Human Resources via email at HR@communityjustice.scot.

CJS is an inclusive organisation and as such we are happy to make reasonable adjustment for any candidate.

As a Disability Confident employer, we will guarantee an interview to disabled candidates who meet all the essential criteria. If this applies to you, please include **'DC eligible'** within your submission email.

Interview will take place in person w/c 18 May 2026.

Please send completed application to HR@communityjustice.scot. Closing date for applications is 12:00 noon 29 April 2026.

We are a value driven organisation. We use our values in everything we do, values-based recruitment, values-based policies, values-based working.



Respect



Effective



Compassion



Fairness



Understanding



Integrity

Annual leave 5 weeks increasing to 6 after 2 years

11.5 days Public and Privilege Holidays annually

Personal Development

Flexible Working

28.3 % employer pension

Wellbeing Programme

Values Based

By feeding our values through everything we do we will provide an environment that recognises and appreciates our people

Talent Development

By investing in our people and seeing their potential we create an environment that recognises the value of learning, growth, and enhanced capability.

Wellbeing Focused

By putting personal wellbeing at the heart of everything we do, we hope to create an environment where people feel supported and can then support others.

Inclusive and Accepting

We strive to provide a trusting and safe environment, where we work collaboratively and empower one another.

The health and wellbeing of everyone at CJS is important and we aim to show this through our accreditations:



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www.communityjustice.scot

To view our privacy policy, visit our
website at: [Community Justice Scotland](http://www.communityjustice.scot)

