



JOB TITLE:	Education Advisor
LOCATION:	Hybrid working with expectation of attendance at Edinburgh office with some expectation of reasonable travel
RESPONSIBLE TO:	Kinship Services Manager
DURATION:	Permanent
HOURS OF WORK:	Part-time 28hours (evening and weekend work may be required)
SALARY / GRADE:	Grade 4.4 / £31,003 per annum fte – pro-rata



KEY WORKING RELATIONSHIPS

- Kinship Services Manager and Lead Education Advisor – Scotland
- Education professionals across Scotland
- Care experienced families (kinship, adoptive and long term fostering community) in Scotland
- Adoption UK Scotland and other nations colleagues
- Local Authorities in Scotland and external commissioners
- The Promise, Scottish Government, volunteer sector organisations

PURPOSE OF THE ROLE

- To offer front line education advisory support service to kinship, adoptive and foster families and professionals seeking support and advice about education services for care experienced children.
 - To lead the development and delivery of education training to professionals across Scotland and actively support AUK lobbying and campaigning efforts on education matters.
 - To develop, coordinate and support delivery and administration of an education support group (online or in person) to the care experience community youth and family.
 - To work alongside our youth service provision ensuring the voices of young people are centred in resource development and delivery, supporting development of education and employability support.
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MAIN DUTIES AND RESPONSIBILITIES

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- Work closely with education advisor lead in delivering education support service to families and professionals.
- Manage own caseloads, monitor and review progress at regular education meetings using established tools. Ensure tracking and recording on AUK system database and Sharepoint.
- Develop, promote and deliver Education training for professionals across Scotland. Including supporting the development and delivery of Education elements of training in other AUK teams and development of commissioned projects e.g. care experience week lessons, resources and training for Education Scotland
- Responsible for administrative tasks relating to service delivery
- Respond appropriately to enquiries via email, telephone or in person, referring on to other services and ensure accurate and appropriate recording and tracking of all enquires are maintained using appropriate database systems.
- Contribute and assist in development of education specific projects to improve service delivery (i.e. education peer support group or young person support group)
- Support manager in monitoring and reporting of service delivery
- Contribute and assist in the development, design and planning of promotional resources and information materials and factsheets.
- Attend relevant national meetings, conferences, training events, networking and development opportunities to promote Adoption UK services
- Collaborate, liaise with Adoption UK Scotland and Adoption UK organisation in the delivery and participation of specific events and activities relating to the delivery of Education services for Adoption UK services.



PERSON SPECIFICATION

Knowledge and experience

- Demonstrable knowledge and understanding of the education system in Scotland (Essential)
- Demonstrable knowledge and understanding of the issues, challenges and concerns affecting the kinship community, care experienced children and young people. (Essential)
- Experience of event coordination, training delivery and/or group facilitation (Essential)
- Knowledge and understanding of trauma informed practice (Desirable)
- Experience of volunteer coordination or support (Desirable)

Qualifications and Education

- Professional qualification in Education (Essential)
- Demonstrable event facilitation, group or training delivery and administration experience will be required along with demonstrable knowledge of the issues affecting our care experienced communities.

Skills and abilities

- Training development and delivery (Essential)
- Report writing and record keeping (Essential)
- Excellent communication skills both written and verbal (Essential)
- Ability to build and maintain relationships (Essential)
- The ability to use Microsoft Office (Word, Excel, Outlook) (Essential)
- Able to utilise online platforms and packages (Survey Monkey, Canva, Mail Chimp etc.), and/or the ability to learn new packages (Essential)

Accountability

- Develop and coordinate administrative support and delivery of education support services for care experienced families to fulfil grant/contract requirements.
- Consistent and trauma informed advisory case support for families within organisational policies and processes and fulfilling grant/contract requirements.
- Liaise across services to coordinate activity delivery with guidance and direction from service manager.
- Commitment to work within all organisational policy and processes, in particular safeguarding related requirements to ensure wellbeing of all individuals, families and staff and volunteer

PERSON SPECIFICATION

Behaviours

- Embeds trauma informed approach across all areas of role
- Takes pride in Adoption UK and promotes its values and mission in all interactions with external stakeholders.
- Demonstrates commitment to equality, diversity and inclusion in all aspects of role at all times.
- Contributes to an open and honest culture
- Encourages challenge and creativity, transparency and consistency.
- Leads by example.
- Offers outstanding service to members.
- Promotes cross functional team working, sharing skills and knowledge
- Communicates clearly, seeking clarity when unclear and valuing the opinion of others.
- Valuing the opinion of other. Treating colleagues and other stakeholders with respect.
- Takes pride in own development, committed to achieving high standards and agreed objectives

Timetable:

The closing date for this role is 19th April 2026. However, Adoption UK reserves the right to end the application period sooner so we would recommend you complete the application form as soon as possible,

Shortlisting will be carried out on 21st April 2026 and you should be notified of an outcome within fifteen working days of the closing date.

The panel will shortlist based on those applicants who best meet the criteria for the role. The date(s) scheduled for interviews are 23rd and 24th April 2026. These dates may be subject to change and applicants will be advised in advance should this happen.

Queries:

If you have any queries on any aspect of the recruitment process please contact People Services either by email peopleservices@adoptionuk.org.uk or telephone 01295 752253.

If you would like additional information or wish to have an informal discussion about the role, please contact peopleservices@adoptionuk.org.uk.

Key Dates:

CLOSING DATE:

19th April 2026

SHORTLIST DATE:

21st April 2026

INTERVIEW DATE:

23rd and 24th April 2026