

Digital Inclusion Development Officer

Person Specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Level 2 or above in English/Maths/ or equivalent
* Qualification in ICT Development or equivalent work experience
 | * Digital Inclusion course or equivalent work experience
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| **Experience** | * Experience in developing ICT strategies and development plans
* Experience of using a range of innovative and popular IT systems, including Microsoft office programmes.
* Experience in producing reports.
* Experience working with/providing training to groups, members of the public, and staff
 | * Experience in preparing funding bids.
* Experience of producing a business continuity plan.
* Partnership working with community and statutory organisations
* Working with and leading volunteers
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| **Skills & Qualities** | * Exceptional communication skills
* Ability to engage effectively with a wide range of people
* Active and committed team member
* Proactive - taking full accountability for their work
* Excellent reporting and monitoring skills, and ability to complete paperwork relating to the role in a timely manner
* Patient and personable
 | * Ability to understand a person-centred approach to business.
* Understanding of how to motivate and engage people
* Problem-solving and solutions driven.
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| **Knowledge** | * Knowledge of IT Safeguarding issues.
* Knowledge of using CRM systems
* Knowledge of current issues impacting on digitally-excluded and vulnerable communities.
* Genuine interest in the community.
* Understanding and ability to share knowledge of social media, apps, and other online platforms
 | * Understanding of the latest work in digital inclusion
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| **Equality, Diversity and Safeguarding** | * Knowledge of How to stay Safe on the internet
* Ability to adhere to good practice regarding Equality, Diversity, and Safeguarding
* Willingness to undergo enhanced DBS disclosure
 | * Strong commitment to implementing and promoting Equality and Diversity in the workplace.
* Good understanding of Safeguarding legislation and practice.
* Ability to identify and escalate safeguarding issues.
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| **Other** | * Ability and willingness to travel locally, and regionally on occasion, if required to conduct duties of the post.
* Willingness and ability to work flexibly.
 | * Clean driving licence
* Own transport
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