

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 |
| **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 |
| **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. |
| **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 |
| **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. |
| **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 |