

**JOB DESCRIPTION**

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| **JOB TITLE****Digital Inclusion Worker** | **Contract:****1 year (ext. subject to funding)** |
| **WAGE****£18,000** | **HOURS:****35 hrs** |

**Responsible to: Learning and Development Co-ordinator**

**Base: Various**

**Hours: 35 hrs (Flexible work as directed by Manager/Board)**

**Job Summary**This newly created post will be responsible for the development of digital inclusion activity throughout Connect Community Trusts services.

**1.                   Key Purpose**

The key purpose of the role is to support local people to gain access to digital technologies and support them to use digital devices that will assist all ages to participate in social, economic and civic life.

As with all Connect roles, this post will empower local people to progress on their personal journey by providing the support to learn new or develop existing skills/knowledge.

Supporting the Connecting Scotland and Connect’s digital inclusion strategy, this post will develop and support our Digital Champions throughout the organisation and within the community.

**2.** **KEY RESPONSIBILITIES**

•          Recruit, train and manage local Digital Champion volunteers to provide informal support for people to use digital devices to participate in social, economic and civic life;

•          Support the Trust’s Connecting Scotland and other digital inclusion and participation work including setup, distribution and support for the use of digital devices;

•          Manage referrals from partners for digital support for local people to Connect Community Trust;

•          Develop and deliver training courses reflecting the need of local people, community groups and organisations;

•          Liaise with other Trust staff to provide opportunities with digital support and to identify and resolve common IT issues;

•          Liaise with Glasgow Kelvin College to support access to its online courses;

•          Promote and represent the organisation to internal and external stakeholders using traditional and digital channels;

•          Promote and represent the Trust and its digital inclusion services to internal and external stakeholders using traditional and digital channels; and

•          Undertake any other reasonable duties as delegate by the Chief Executive.

**3. PERSON SPECIFICATION**

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| **Personal Attributes required on the basis of the Job Description** | **Essential (E)****or****Desirable (D)** |
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| **Qualifications:*** Educated to GCSE, Standard Grade or equivalent
* HNC Working with Communities or equivalent knowledge and experience
 | **E****D** |
| **Experience:*** Experience of working within a community setting with a digital inclusion role
* Experience of planning and delivering training programs
* Experience of monitoring and reporting
* Previous leadership or management of a team of staff/volunteers
* Experience delivering certificated qualifications
* Working with partners and external agencies
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| **Skills and abilities:*** IT literate with high level of competency in the use of digital technology
* Ability to develop online learning experiences
* Excellent communication skills – written and verbal Approachable manner
* Ability to communicate effectively to all ages and abilities to create a positive learning experience
* Excellent organisational skills
* Ability to inspire and motivate people
* Knowledge of community based organisations
* Ability to manage varied workload and prioritise tasks
* Experience of Microsoft teams
 | **E****E****E****E****E****E****E****D** |
| **Understanding and Knowledge*** Extensive Knowledge of current devices (Microsoft, Apple & Android)
* Willingness to learn and continually develop with new technology
 | **E****E****E** |
| **Values and Attitudes*** Commitment to social justices
* Committed/flexible approach
* A drive for creating digital inclusion activities and services
* High degree of initiative
* Attention to detail
* Team Player
 | **E****E****E****E** |
| **Other Requirements:*** Full Driving Licence
 | **D** |

**Closing Date for Applications: Monday, 30th November 2020**

**CV and Covering Letter to be sent to** **jobs@connect-ct.org.uk**

**Registered Charity: SC035061**

**Registered Offices:**

Connect Centre, 39 Wellhouse Crescent, GLASGOW, G33 4HG

The Connie, 39-41 Conisborough Road, GLASGOW, G34 9QN

ReConnect Glasgow, 90 Camlachie St, GLASGOW, G31 4AD

**Twitter: @TrustConnect**

**Facebook: @connectcommunitytrust**

**Website: www.connect-ct.org.uk**