**Job Description**

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| **Job Title** | **Digital Health and Care Assistant** |
| **Employer** | **Health and Social Care Alliance Scotland** |
| **Reporting to** | **Digital Health and Care National Lead** |

**Purpose of role**

The Digital Health and Care team work to:

* Raise awareness of digital health and care, increase citizen participation and bring the voice of lived experience into national Digital Health and Care programmes;
* Share knowledge, encourage collaboration and innovation on Digital Health and Care developments;
* Work with the third sector, Scottish Government and the NHS on both local and national Digital Health and Care programmes.

The Digital Health and Care Assistant role will be key in supporting the delivery of the Digital Health and Care programme outcomes, including that of Discover Digital and other project work.

This role will involve working closely with a range of stakeholders in the third sector and wider Scottish digital health and care community. This includes people with long term conditions and their unpaid carers, third sector organisations, the NHS and the Scottish Government.

## Strategic Outcomes of the ALLIANCE

* Innovation and transformational change across health and social care, driven by person centred and rights based approaches and the principles of co-production and self management
* Policy and practice shaped by disabled people, people with long term conditions and unpaid carers, regardless of race, gender, sexual orientation, disability, age, religion, or any other status
* Person centred approaches and third sector involvement within the planning and delivery of health, social care, and integrated services

**Role specific responsibilities:**

* Maintaining and developing content for ALLIANCE communication channels, including producing ALLIANCE live and social media content.
* Providing a co-ordination role to support administration for the Digital Health and Care team (e.g. booking venues, managing events, raising purchase orders, providing meeting support etc.).
* Contributing to the development and delivery of events and workshops organised by the Programme, enabling various stakeholders to input on Digital Health and Care developments and solutions.
* Contributing to the dissemination of the learning and insights gathered by the programme through written and multimedia content.
* Representing and enabling the voice of nearly 3000 ALLIANCE members.
* Liaising with ALLIANCE outreach staff and partner organisations to ensure people with lived experience have the opportunity to participate in digital health developments.

**Data protection**

In line with national legislation, and organisational policy, you will ensure that all data is processed in a fair, lawful and transparent way, for the specific registered purpose and will not allow data to be disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

**Person Specification**

**Essential**

* Relevant degree and / or equivalent work experience
* Understanding of the Third Sector combined with an interest in Health/Care and digital technology
* Evidence of IT literacy and an interest in web content/production, social media and keenness to improve skills in these communication channels
* Excellent written communication skills
* Excellent relationship building and interpersonal skills
* Ability to work effectively as part of a team
* Excellent time management skills
* IT skills in word processing, email, internet and PowerPoint
* An understanding and commitment to equal opportunities, non-discrimination and accessibility
* Self-starter who is driven, very organised and can deliver output quickly
* Capacity to arrange a variety of events and using a range of communication methods
* Someone who enjoys working with a variety of people and professionals
* Polite to individuals and empathic to their experience

**Desirable**

* Knowledge of service design or co-design principles