Job Title Digital Inclusion Development Officer

Salary Grade 5 (£35,343 to £39,270)

Term Fixed term until 31 March 2024

Location This post can be based in Edinburgh, Glasgow or Inverness. SCVO colleagues can work a blend of office and home on agreement with their team and line manager, and within the parameters of our Blended Working policy.

Hours 28 to 35 per week

1. Introduction and background

SCVO believes the voluntary sector is vital to Scotland’s economy and society. We support the sector to achieve its ambitions through delivering services, giving the sector a voice at a national level and promoting and supporting innovation and improvement. Our purpose, therefore, is to support, promote and develop a confident, sustainable voluntary sector in Scotland.

Our values are the foundation of how we act individually and collectively as SCVO staff members. We are:

* Accountable and committed
* Responsive
* Supportive
* Progressive
* Bold

Equality, diversity, and inclusion at SCVO

SCVO wishes to increase the diversity of its staff and welcomes applicants from all communities, particularly from people with disabilities and people from black, Asian and minority ethnic communities, currently under-represented within SCVO. SCVO offers blended and flexible working from day one of employment, including part-time working or job sharing as well as other flexible working options. If you would like a copy of SCVO’s equality, diversity and inclusion policy, please contact hr@scvo.scot

2 Job purpose

SCVO has been leading work on digital inclusion in Scotland for more than nine years, working with organisations to embed the development of essential digital skills and confidence across the voluntary sector workforce and communities they serve.

The coronavirus crisis resulted in significant additional investment in tackling digital exclusion, with Connecting Scotland being a key response to get more people online. SCVO is leading the delivery of the programme, as part of our broader work on digital inclusion.

We now have an opportunity for the role of Development Inclusion Development Officer to support initiatives that seek to tackle digital exclusion.

Working as part of the Digital and Development department, the role will be responsible for:

* Providing support to organisations related to tackling digital exclusion
* Collating and sharing knowledge and learning on digital exclusion
* Supporting funded programmes with an element of digital inclusion
* Stakeholder engagement

This role requires a proactive individual with a strong knowledge of digital inclusion and passion for advancing learning opportunities and engaging stakeholders in the design and development of services and products.

3 Values, experience, knowledge and skills

The post holder will be expected to demonstrate the following range of skills and experience on a regular basis:

**Experience**

* 3 to 4 years’ experience in a similar role including at least 1 year of experience in a role delivering or coordinating digital inclusion interventions.
* Experience of facilitating learning sessions to a range of different stakeholders, and creating learning resources based on these sessions.
* Experience in collation, analysis and reporting of monitoring and evaluation information.
* Experience of working in an agile way to deliver projects.

**Knowledge**

* Demonstrable knowledge and experience of the causes and consequences of digital exclusion and an understanding of evidence-based approaches to address this.
* Demonstrable knowledge of the digital inclusion landscape in Scotland, including policy drivers and local/national initiatives.
* Demonstrable knowledge of project management approaches, including the application of agile methodologies.
* A current broad understanding of the Scottish voluntary sector and of the policy, institutional and funding environment in which it operates.
* A working knowledge of the Scottish Approach to Service Design (SAtSD) and how this can be applied to designing digital inclusion interventions.

**Skills**

* Proven ability to understand specific needs of organisations and end users and create products to address these identified needs.
* The skills and confidence to liaise with, influence, provide support to, and develop partnerships with individuals and organisations within Scotland and across the UK.
* Excellent oral communication and presentation skills across a range of media.
* The ability to gather, research and analyse information to produce reports in relation to programme activity, and disseminate this to a range of stakeholders.
* The ability to take the operational lead on discrete portfolios of work within the team, working on your own initiative and collaborating with other team members.
* Proven ability to deliver to tight deadlines and against competing priorities, both individually and as part of a team.
* Ability to make effective use of a wide range of IT and digital applications e.g. Microsoft 365, Salesforce, Slack and Miro.

1. Key accountabilities

* Day to day responsibility for discreet projects, with responsibility for the complete project lifecycle, contributing to the overall programme of activity within the Digital and Development department.
* Working between our Digital Inclusion and Funding teams to provide specialist digital inclusion support to funded projects/organisations, including fund development, fund promotion, assessments, developing resources, delivering support/learning sessions and supporting organisations to meet key objectives.
* Design and delivery of digital inclusion support interventions, based on needs being communicated by our stakeholders.
* Engage with organisations to promote the principles of the Digital Participation Charter and the wider digital inclusion agenda.
* Manage relationships with key stakeholders engaged with digital inclusion activities, providing ongoing support and opportunities to share learning and practice.
* Supporting organisations to create or enhance local digital inclusion networks.
* Contribute to monitoring and evaluation of digital participation programmes e.g., facilitating learning events, best practice guidance, snapshot week, blogs, case studies.
* Engage with external stakeholders with interest and knowledge around digital and social inclusion.
* To work closely with other members of the Digital and Development department to contribute to the success of the overall department objectives.
  1. Direct reports

You will have no direct reports in this role.

* 1. Other duties

Any other general duties as may be required by the line manager.

* 1. Location and accountability

SCVO has a Blended Working policy.  All staff have an assigned office base and can work a blend of office and home on agreement with their team and line manager, and within our Blended Working parameters.  This post can be based in Edinburgh, Glasgow or Inverness.

You will report to Jane Griffin, Funding Manager, and Aaron Slater, Digital Inclusion Manager.

8 Further Information

For more information contact [aaron.slater@scvo.scot](mailto:aaron.slater@scvo.scot)

9 To apply

If you’re interested in finding out more about this opportunity, please get in touch with Aaron.

To apply for this role, please complete an SCVO application form and return to

[recruitment@scvo.scot](mailto:recruitment@scvo.scot) by 12 noon on the closing date.

**Closing date: Tuesday 5th July 2022 (by 12 noon)**

**Interviews: 22nd and 25th July 2022**

10 SCVO salary scale

SCVO’s salary scale has six increments. Appointments are made on the 1st increment. Staff move up an increment on an annual basis (unless you are involved in formal disciplinary or performance management proceedings).

11 Major terms and conditions

A full package of Terms and Conditions is available. Key features include:

Salary: SCVO Grade 5 (£35,343 to £39,270)

Appointments are made on the 1st increment

Annual leave: 28 days plus 6 public holidays (pro rata)

Pension: SCVO offers a Defined Contribution Pension Scheme   
to its staff. Employee contributions are 6% or 3%, SCVO contributes 9% or 4.5%. A salary exchange option is available.

Probationary period: 6 months

Hours: 35 hours per week (part-time hours, 28 per week minimum is also an option)

****