**The Health and Social Care Alliance Scotland**

**Job Description**

**Job Title:** Discover Digital Development Officer

**Employer:** Health and Social Care Alliance Scotland

**Report to:** Digital Health and Social Care Programme Manager

**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

**Purpose of the Role**

‘Discover Digital’ is a project to raise awareness of digital tools which promote health and wellbeing. Its current aims are enabling outreach and inclusion, promoting digital and health literacy, developing meaningful signposting and supporting the wider landscape. The role of the Discover Digital Development Officer sits within the Digital Hub at the ALLIANCE. The main focus of the role will be to deliver the intended outcomes of the Discover Digital project. These are:

* Use service design approaches to develop the Discover Digital Guide as a learning resource
* Development of a Discover Digital roadshow package, also using service design principles
* Support the operation of the Discover Digital small grants scheme

**Responsibilities**

* Ensure the development of the Discover Digital guide as an e-learning resource is delivered
* Develop and deliver associated resources such as training workshops to deliver Discover Digital content in person and remotely
* Build a Discover Digital Roadshow Package to provide accessible routes to engagement with new technologies
* Ensure the Discover Digital guide and all associated resources are kept relevant and up to date
* Support the Digital Health and Social Care Programme Manager to deliver the Discover Digital Small Grants scheme
* Support the delivery of the Discover Digital programme and on new developments appropriate to the ALLIANCE’s aims and objectives
* Build strong relationships with the delivery partners to learn from their experiences and to demonstrate their impact through effective evaluation
* Facilitate the ALLIANCE’s panels, focus groups, workshops etc.
* Raise awareness and maintain a high-profile for the Discover Digital programme
* To share in the provision of administrative support including organising and delivering events, training and administration including raising purchase orders, arranging venues and catering, booking travel and accommodation, managing delegates, preparing delegate packs, evaluations and recording and presenting feedback
* Develop social media including updating the website and other social media platforms
* Develop and maintain contact information on stakeholders and partners etc. on CRM database
* Prepare DPIAs and update the data audit
* Develop a range of stakeholders and build strong relationships with same
* Identify and develop opportunities for peer learning, reflective practice, outcomes focused activities, and other opportunities in keeping with the team’s key roles
* Support development work across the ALLIANCE and the embedding of digital considerations across ALLIANCE programmes.
* Support the production of high-quality information including blogs, bulletins and reports to spread knowledge of good practice, partnership working and resources.
* Provide signposting and guidance to individuals and organisations in relation to policy and practice

**Generally**

* Support the mechanisms for good practice
* Development and facilitation of social innovation approaches to influence change and collaboration
* Assist in preparing fund applications to external funders

**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.

**Terms and Conditions**

This is a two year fixed term post. It is full time, 35 hours a week and based in Glasgow. The post holder may be required to travel on occasion and therefore must adopt a flexible approach to working hours as occasional additional hours and overnight stays may be required. This will be reimbursed through the organisation’s time off in lieu scheme.

**Person Specification**

* Knowledge of the digital health and social care landscape in Scotland
* Knowledge and understanding of service design approaches
* Understanding of the issues affecting disabled people, people living with long term conditions and unpaid carers
* Excellent interpersonal skills
* Excellent communication skills
* Experience of partnership working
* Understanding of membership organisations/networks and an enthusiastic approach to involving, supporting and responding to stakeholders
* Understanding of the third sector in Scotland
* Good understanding of data protection and how it relates to the role
* Experience of managing workload to deadlines
* Experience of website updating
* Experience of using social media as an engagement tool
* Ability to work effectively as part of a team and on own initiative
* IT skills including database management
* Good organisational and administrative skills

**Desirable**

* Relevant qualification to the role
* Experience of working in third sector
* Experience of using service design approaches
* Understanding and commitment to: equal opportunities; non-discrimination; and the principle of people being the experts in their own lives and being at the heart of policy, support and services