Inspiring Communities Ltd
Digital Project Officer Job Profile – November 2024

Job Details

Job Title	**Project Officer**
Responsible to	Community Connector
Salary scale	SJC Salary Scale (12 - 14) Starting point £24,815 FTE. You will be enrolled, where eligible, after a waiting period in the NEST pension scheme. Details here: [Workplace Pension Scheme	Nest Pensions](#)
Hours of Work	17.5 hours to be agreed (0.5 FTE)
Status	Fixed term contract until 31 March 2026 with a 3 month probation period. This role is funded from **Access Foundation,** in the first instance
Closing date	30 November 2024. Application by CV to alyson@inspiringcommunities.org.uk by midnight 30 November 2025, with two referees to be contacted on offer of employment. Please include a cover letter highlighting why you want to work with us.
Interview date:	Monday 9 December 2024 in person. The interview will consist of a presentation of ten minutes on "Designing and Delivering Effective Digital Training for Diverse Audiences". Thereafter, there will be a 30 minute competency based interview using the STAR method[1] **Invited for interview?** On the day we want to meet and get to know you. To make this easier we will issue you with interview questions in advance to allow you to prepare.

We are an award winning community regeneration organisation, our premises are based in Raploch, Stirling and we deliver with and in the Inspiring Communities in (Urban) Stirling. We co design, develop and deliver holistic, people centred community regeneration activities in Stirling. This encompasses employability, training, digital, volunteering, intergenerational and early years activities, along with lots of services designed to tackle social isolation and loneliness.

Supported by valued, progressive funders, we exist to help people make a difference in their own lives, doing things WITH, not TO people. We work WITH, and IN, Inspiring Communities in Stirling, Scotland. We focus our efforts on putting health, wellbeing and active citizenship at the heart of all we deliver, and every change we help people and their communities make and sustain. Full details on our website or social media.

You will help us, reporting to our Community Connector, to deliver our digital offerings. **The role, and the hours, and the areas we need people to operate in are varied**.

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[1] [The STAR method | National Careers Service](#)

The Role

The Digital Project Officer will be a hardworking and versatile individual with a 'can do' attitude. You will be a people person, who wants to help people get to where they, and their communities, want to be. You will join a committed, passionate team as we build community capacity to allow co design and delivery of activities in priority areas in Stirling. You will engage with the community to maximise our digital community regeneration offerings in areas of multiple deprivation, linking with colleagues to ensure a holistic service is delivered. Currently we run 'Getting Started with Computers' along with a response led offering such as 'Staying Safe Online', 'Managing your Money Online' and others. This role requires a self-starter who can work collaboratively with multiple partners and stakeholders, adapting communication styles to suit diverse audiences of all ages and backgrounds. Duties will be (though not limited to):

- Design, development, delivery and evaluation of engaging digital training programs focusing on basic computer skills and other digital training across various venues individually or in group work
- Assisting the team to design, deliver and evaluate holistic services in our communities
- Working with volunteers to fulfil duties, providing support as required
- Help deliver our services with an CLD (community learning and development) focus as a means to assisting clients to move toward being economically active via our training, learning and employability functions
- Assist in increasing the diversity of service users ensuring appropriate social media promotion and working with partner organisations to increase footfall and choice for current or prospective clients
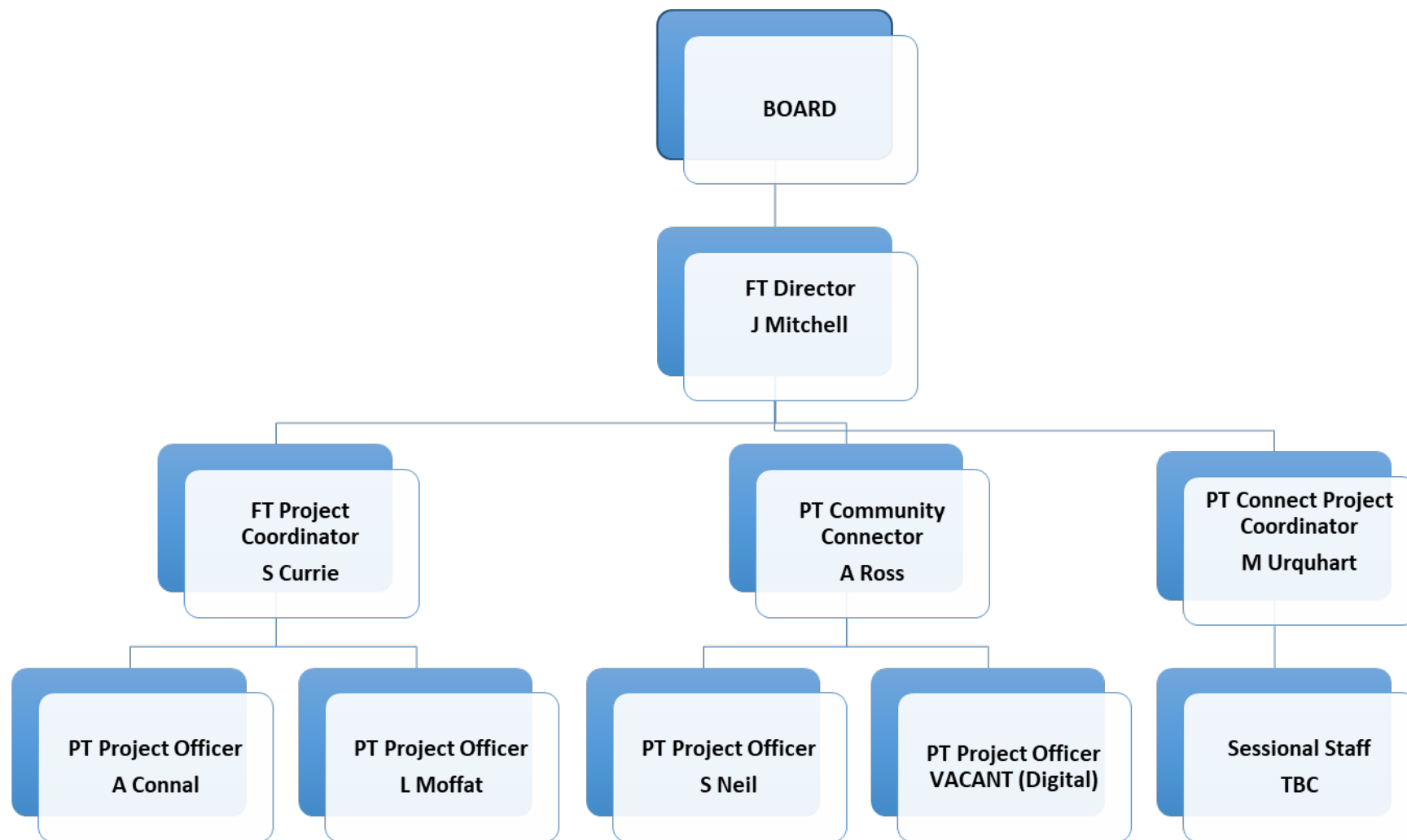- Work with staff to enable service users to gain a voice, influence and place in society

Key Responsibilities:

- **Training Design and Delivery**: Develop and implement digital training sessions tailored to meet the unique needs of different groups, ensuring accessibility and engagement.
- **Collaboration with Partners**: Work effectively with community organizations, educational institutions, and other partners to coordinate training initiatives and maximize outreach.
- **Tailored Communication**: Adapt communication methods and materials to resonate with participants of varying ages, backgrounds, and digital literacy levels.
- **Feedback and Improvement**: Collect and assess participant feedback to continually refine training programs, ensuring they meet the evolving needs of the community.
- **Logistics Management**: Manage all logistical aspects of training sessions, including travel to multiple venues.

You will develop open, honest and trusting relationships with current and prospective service users to help provide opportunities for growth and development in a supportive environment. In addition to duties detailed under 'role' and 'key responsibilities', all of our valued staff are required to:

1. To operate within the Code of Practice, adhering to all Inspiring Communities guidelines, policies and procedures.
2. Ensure effective engagement, communication and relationships with all you assist and work with.

3. Undertake general administrative tasks as required and provide general support and community involvement, undertaking outreach activities.
4. Take seriously the positive influence you can have on others our potential to inspire them in their choices for the future.
5. To work as part of a team which plans, prepares and implements (delivers) a programme of activities
6. To attend meetings and briefings, undertake training as required, and show commitment to the employee development process.

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                              BOARD

                           FT Director
                           J Mitchell

         FT Project              PT Community          PT Connect Project
        Coordinator                Connector              Coordinator
          S Currie                  A Ross                M Urquhart

  PT Project Officer   PT Project Officer   PT Project Officer   PT Project Officer   Sessional Staff
     A Connal              L Moffat             S Neil         VACANT (Digital)          TBC
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Person Specification

Attributes	Essential	Desirable	Method of Assessment
Experience	**Experience in Digital Training**: Relevant experience in designing and delivering digital training programs, particularly focusing on basic computer skills. **Self-Starter**: Proven ability to work independently, manage time effectively, and take initiative in a lone-working environment.	Previous experience volunteering, CLD or community setting	Application, Interview and References
Skills, Abilities and Knowledge	**Technical Proficiency**: Familiarity with various digital tools and platforms relevant to training delivery (e.g., presentation software, online learning platforms). **Understanding of Community Needs**: Experience engaging with diverse communities and a strong understanding of their unique needs and challenges related to digital literacy. **Feedback Utilization and Familiarity with Evaluation Metrics**: Ability to gather and effectively use participant feedback to improve training programs continuously. Understanding of how to measure the effectiveness of training programs through relevant metrics and evaluations **Organizational Skills**: Strong organizational skills to manage logistics and scheduling for training sessions across multiple venues.	**Professional Development**: Commitment to ongoing professional development in digital tools and training methodologies. Experience in social media (Facebook, Instagram and Twitter) Canva experience **Creative Approach**: Innovative thinking in designing training materials and activities that engage and motivate participants.	Application, Interview and References
Interpersonal and Social Skills	**Communication Skills**: Excellent verbal and written communication skills, with the ability to tailor messages for diverse audiences, including different age groups and backgrounds. Must be able to motivate people and encourage participation	Able to handle challenging situations confidently.	Interview
Health and Physical Attributes	This will be an active role – Candidate must have ability to carry out the duties of the post effectively	Must have reliable personal transport to travel to various training venues as required or be able to demonstrate how they would meet the	Interview

		requirements of delivering in multiple venues. Likely locations will be Raploch, Fallin, Plean, Cowie, Cornton and St Ninians. This list is not exhaustive and will meet the demands of the service.	
Other	Must provide proof of identity and be happy to participate with Disclosure Scotland PVG scheme.		PVG check

This is an outline and may be subject to change, with negotiation with the post holder, as the post develops. Application by CV, with two referees to be contacted on offer of employment, with a cover letter highlighting why you want to work with us in this role. Applications to alyson@inspiringcommunities.org.uk by midnight 30 November 2024

Find us at: w: www.inspiringcommunities.org.uk t: @Inspiring_Comms f: Inspiring Communities i: @Inspiring_Comms