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**Job Description**

**Digital Inclusion Project Manager**

**Working hours**  Full-time

**Salary** £28,000

**Accountable to** Voluntary Sector Development Manager

**Term of Contract** 18-month fixed term contract (January 2021 – June 2022)

**Annual Leave**  24 days pro rata + bank holidays

**Probationary Period** 3 months

**Office base**  Home-based, although elements of the work is community based

**Expenses** Travel expenses from home

**Purpose of Role**

The Digital Inclusion Project Manager will be responsible for managing and coordinating an exciting new project which aims to improve access to physical, mental, and social care by reducing digital poverty across Somerset. The postholder will take a collaborative approach, working closely with Somerset NHS Foundation Trust and Barclays Community Fund (who have funded the project) as well as Spark Somerset team members, wider VCSE partners and volunteers. to co-ordinate an IT loan scheme and helpdesk.

**Main Duties**

1. Scope out the project in collaboration with Spark team members and other stakeholders. Produce a time specific project plan
2. Map out current provision in the county, identifying any other digital inclusion projects and partners delivering support that we can collaborate with and avoid duplication
3. Set up and co-ordinate an I.T support desk supported by back office staff, initially by telephone and online chat, later developing a 1:1 service supported by volunteers and partners
4. Build collaboration with the Barclays Digital Eagles to support people in their local communities.
5. Co-ordinate a loan scheme (iPads or similar) for individuals without I.T access in conjunction with partners who can provide local access points
6. Develop a bank of Digital Connectors/Champions. This would entail running a series of training sessions to Health & Social Care staff, VCSE groups and members of local communities who are keen to support friends and neighbours to get connected.
7. Recruit a bank of formal ‘digital’ volunteers, who are trained and managed by Spark Somerset.
8. Working as part of the Bright Sparks team, plan and support training events or supportive engagement forums
9. Develop a bank of case studies which demonstrate the impact of our work and keep insightful records of work undertaken
10. Provide written or verbal reports as agreed to share and reflect on achievements and learning
11. Promote and publicise Spark Somerset using social media, events and through developing links with stakeholders

### GENERAL

* Undertake any other duties that may be reasonably required by the Manager and the Board.
* Ensure that the values of the Spark Somerset are promoted at all times.
* Promote and adhere to all policies adopted by the Board of Trustees.

**Person Specification**

**Digital Inclusion Manager**

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| **CATEGORY** | **REQUIREMENTS** | **ESSENTIAL/**  **DESIRABLE** |
| Education/training | Graduate level / equivalent | D |
| Experience | Project management  Experience of working within the VCSE sector  Track record of working to and achieving targets  Experience of giving presentations or running workshops | E  E  E  D |
| Knowledge | Sound I.T background  Good working knowledge of the voluntary sector, and the role of volunteering  Knowledge of the Somerset VCSE landscape | E  E  D |
| Skills/Abilities | Excellent oral and written presentation and communication skills which are clear, easily understood and relevant to a range of audiences  Ability to lead on collaborative projects  Ability to manage time and prioritise workload  Relevant IT skills to support project, including databases, PowerPoint and social media  Structured approach to work  Self-starter  Able to work both under own initiative and with the flexibility required to collaborate with the wider team  Creative, lateral thinker  Good negotiating skills | E  E  E  E  E  E  E  E  E  E |
| Travel / Working  hours | Ability to travel according to the needs of the job with reasonable adjustments if required, according to the Disability Discrimination Act  Ability to work flexible hours including evenings and occasional weekends | E  E |
| Anti-discrimination | Commitment to anti-discriminatory practice  Commitment to implement the Equal Opportunities policy of Spark Somerset. | E  E |
| Physical | Able to carry out the duties of the post with reasonable adjustments where necessary | E |

**November 2020**