



<b>Job Title:</b>	<b>Project Co-ordinator (Digital Inclusion)</b>
<b>Responsible to:</b>	Project Manager
<b>Location:</b>	Pennine Lancashire
<b>Salary:</b>	£19,902 per annum pro rata
<b>Hours:</b>	16 Hours
<b>Term:</b>	Fixed term until 31 <sup>st</sup> July 2019 (Funding dependent)

### **Background**

**About LWC:** The services of Lancashire Women's Centres aim to address the impact of the social, environmental, economic and psychological influences upon women's wellbeing by using a 'whole person & total place' approach

We promote physical and mental health through evidence based therapeutic interventions, active learning, skills development, information and support.

We aim to engage with those who are currently outside mainstream activities and provision, delivering support to overcome barriers to participation in normal daily life, developing confidence and unlocking potential.

We aim to reduce harm and increase safety for those accessing the services, their families and the wider community.

LWC is committed to safeguarding and promoting the welfare of vulnerable adults and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS Disclosure.

The post will be part funded by The European Social Fund and matched by The Big Lottery Fund for Building Better Opportunities Projects for Lancashire

### **1. Aim**

To reduce digital exclusion amongst older people (50+) and younger people (18-24) where this is identified as a factor impacting upon their ability to progress towards employment. Support individuals who are engaged on the programmes through one to one sessions and referral into community provision.

- Ensure clear aims, objectives and outcomes are set for the programmes in line with the organisation's aims and objectives as well as the funders.
- Ensure operational targets of the programmes are met.
- Be responsible for not only maintaining a high standard but also taking initiative to further the goals of the programme.

## **2. Objectives**

- Map the community IT and digital inclusion support and provision currently available across Lancashire.
- Receive referrals from external Navigators as well as all BBO Partners for participants identified as lacking digital skills.
- Develop and implement a comprehensive and user friendly digital skills assessment tool to complete with all clients referred.
- Prepare an action plan for each client based on need which will enable them to improve their IT skills.
- Identify any gaps in demand either geographically or skills wise and then consider how best to fill these gaps within funding constraints.

## **3. Key Working Relationships**

- The post holder will be required to maintain constructive relationships with a broad range of internal and external stakeholders.
- Work effectively with the project partners to ensure both programmes are aligned and supportive of each other.
- Collaborate working with Caseworkers/Therapeutic staff/Service Managers to enable referrals and support for the programmes.
- Engage and support volunteers and mentors to offer their skills and time to the project.

## **4. Information Management**

- Ensure data is captured and maintained accurately in line with funder's requirements.
- Deliver a high standard of report writing for internal and external stakeholders.
- Provide input for marketing including social media content.

This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post holder) subject to the needs of the service, and in keeping with the general profile of the post.



### Person Specification

#### Supporting Evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Description	Essential	Desirable	Assessment
<b>Knowledge, and Experience</b>	Qualification in IT or significant experience of using IT at a high level.	√		A/C/T/I
	Project work experience in the health, education, community or voluntary sector.	√		A/I
	Evidence of continued professional development	√		A/I
	Understanding and empathy with the issues effecting both older and younger vulnerable adults.	√		A/I
	Experience of working with volunteers		√	A/I

<b>Communication Skills</b>	Ability to communicate at all levels	√		A/I
	Ability to prepare and produce concise reports for funders	√		A/I
	Ability to produce content to be shared on social media to publicise own project.	√		A/I
<b>Planning Skills</b>	Demonstrated capability to plan over short, medium and long-term timeframes and adjust plans and resource requirements accordingly	√		A/I
	Experience of setting up and implementing internal processes and procedures.	√		A/I
<b>Autonomy</b>	Demonstrated capabilities to manage own workload and make informed decisions in the absence of required information, working to tight and often changing timescales	√		A/I
<b>Equality and Diversity</b>	The promotion of equality of opportunity and good working relations.	√		A/I

**\*Assessment will take place with reference to the following information**

**A=Application form**

**I=Interview**

**T=Test**

**C=Certificate**