



JOB DESCRIPTION

JOB TITLE:	Digital Engagement – Project & Volunteer Coordinator
SALARY:	£20,418
Responsible to:	BBO Project Manager
Location:	Blackpool, Flyde and Lancaster
Term:	Fixed Term Contract until Dec 2019 (funding dependent)

Summary of Post:

You will work with your Line Manager, partners and colleagues to develop and deliver the **ReachIT Lancashire Building Better Opportunities Digital Inclusion** project to people at risk of social exclusion and help them move towards employment.

You will recruit, train, support and supervise a team of volunteer **Digital Champions and Digital Buddies**, who will provide additional training and support to those at risk of social exclusion.

You will support people who are unemployed or economically inactive and at risk of social exclusion to achieve positive outcomes such as:-

- Progression in terms of achieving a qualification and moving on to access education or training
- Progression in terms of moving on to job search, applying for and securing employment or self-employment
- Progression in terms of moving on to volunteering

SPECIFIC DUTIES AND RESPONSIBILITIES

1. To be responsible for the implementation of the ReachIT Project for a particular geography or target population





2. To consult, liaise and negotiate with relevant external agencies and local partnerships in developing and delivering the project.
3. To operate shared protocols for referrals of Digital Champions and Digital Buddies to support beneficiaries and for referrals of beneficiaries from partner organisations
4. To plan and develop roles for Digital Champions and Digital Buddies based on consultation with partner organisations, service users and other stakeholders.
5. To plan and coordinate a Digital Champions and Digital Buddies recruitment and training programme ensuring all sections of the community are targeted, that volunteers skills and motivations are matched to appropriate roles and that there is adequate flexibility to ensure that people with different needs can become volunteers.
6. To develop and deliver an IT skills development programme for beneficiaries including personal development, preparation for volunteering and employability development.
7. To take responsibility for ensuring that Digital Champions and Digital Buddies are supported and motivated.
8. To ensure that Digital Champions and Digital Buddies have opportunities to develop and be recognised and rewarded for their work.
9. To meet with partner agencies referring beneficiaries to the project on a quarterly basis to review the beneficiaries, their support needs, and outcomes emerging.
10. To gather information on a range of accessible community volunteering opportunities for beneficiaries and to work with volunteer-involving groups to address barriers to participation for beneficiaries that wish to volunteer.
11. To be aware of local job opportunities and support beneficiaries in understanding and being able to use current on-line job search and application processes
12. To be responsible for the continuous monitoring of the project as well as evaluation, to assess the extent to which the objectives and outcomes are being achieved in order to improve and develop the scheme and inform future delivery.
13. To keep detailed records of project activity and volunteers for the purposes of continuous monitoring including tracking Digital Champions and Digital Buddies and outcomes for beneficiaries that they support.
14. To attend relevant training and events.





15. To participate in the staff team with regard to all matters that require a team approach.
16. To undertake other duties within the organisation when required within the level of responsibility of the post.
17. Post holder must adhere to all organisational guidelines and policies and pay particular attention to:
 - Confidentiality
 - Health, Safety and Security
 - Safeguarding Adults and Children
 - Equal Opportunities
 - Training and Development
 - Sustainability

Start Date:	
End Date:	
Name:	
Signature:	
Date:	

This project is funded by the European Union's European Social Fund and the National Lottery, through the Big Lottery Fund.

The post is dependent on securing the European Social Fund grant and the start date will correspond with the start date on the grant offer letter.





PERSON SPECIFICATION

Role	Essential Requirements
<p>Project Co-ordinator</p> <p>Areas of Lead Responsibility:</p> <ul style="list-style-type: none"> • Link to ReachIT Partnership and related initiatives • Link to other BBO programmes • Link to local volunteering and employment initiatives • Link to volunteer involving organisations at the local level 	<ol style="list-style-type: none"> 1. Qualification in IT or significant experience of using wide range of applications and devices 2. Confidence in using IT and enthusiasm about its benefits. 3. Knowledge of the local area, groups operating in the local area and local labour market. 4. Strong interpersonal skills and experience of supporting vulnerable people 5. Experience of working with people, who are unemployed or economically inactive to get them volunteering and taking steps towards work. 6. Experience of recruiting and supporting volunteers to deliver activities and support people who are unemployed or economically inactive 7. Experience of working with groups and agencies working with unemployed / economically inactive who are at risk of social exclusion and facing multiple and severe disadvantage 8. Ability to produce content to be shared on social media to publicise own project 9. Ability to collect robust monitoring data about project outputs and outcomes 10. Demonstrated capability to manage own workload 11. Commitment to promoting equality of opportunity and good working relations

