



Third Sector
Dumfries and Galloway

Job Description

Job Title	Digital Inclusion Officer (fixed term for two years)
Line Manager	Operations Manager
Management of other staff	Not Applicable
Salary	Salary in the range of £26,891 to £28,524

Overview of the role

The purpose of Third Sector Dumfries and Galloway is to improve the quality of life of the most vulnerable and disadvantaged within Dumfries and Galloway. We do this by working with third sector partners and public agencies to identify communities of greatest need, design responses and create an environment for innovation and growth.

The role of the Digital Inclusion Officer is to co-ordinate TSDG's response to digital inclusion in D&G. This will require working with third sector organisations, the public and private sectors. Government at local and Scottish levels has made tackling digital exclusion a priority, with the third sector at the centre of their response.

Main Responsibilities

- Create a digital inclusion strategy and action plan for TSDG and the third sector in consultation with staff and stakeholders which covers an assessment of need, the available support for that need and proposals on how to bring need and support together. The strategy should include existing and planned strategic approaches of other stakeholders.
- Works to deliver the above plan
- Monitor and report on the strategy and plan progress
- Working with the TSDG Engagement Officer (Funding), identify all sources of funding for digital inclusion projects for TSDG and the sector
- Design and manage a process which encourages third sector applications for digital inclusion funding and/or digital devices
- Support successful third sector organisations to deliver digital inclusion projects
- Identify training needs which create a barrier to digital inclusion of third sector organisations
- Identify, stimulate and enable third sector organisations capable of fulfilling training needs in relation to digital inclusion
- Raise profile of the digital inclusion need in D&G through research, communications and campaigns
- Work with partners to remove barriers to digital inclusion by identifying beneficiaries
- Coordinate the process for procurement, allocation and distribution of digital devices

- Work with the TSDG Volunteering Officer to identify and support volunteer digital champions
- Work with the Volunteering Officer and stakeholders to develop training to allow digital champions to support a wider range of technologies
- Using lessons learned from maintaining the portfolio, contribute to the continuous improvement of TSDG activities

Personal Development

- Keep abreast of digital inclusion strategies, funding sources and opportunities.
- Maintain up-to-date knowledge of relevant legislation and regulation.
- Maintain up to date knowledge of the work of the third sector locally and nationally.
- Support and contribute to a culture where improvements can be made as a result of lessons identified, captured, assessed and implemented.

General

- Adhere to the organisation's policies and procedures and values.
- Work within agreed budgets and timescales
- Carry out other duties as may be reasonably assigned from time to time.

Key Contacts

The post is responsible for representing TSDG in the area of digital inclusion. Contacts will be determined by the needs of the role and will include:

- Dumfries and Galloway Council
- South of Scotland Enterprise
- The D&G health and social care partnership
- SCVO and other relevant intermediaries
- Relevant funding sources such as Lottery and Robertson's Trust
- Other Third Sector Interfaces
- Independent consultancies
- Scottish Government

Person Specification

	Essential	Desirable
Skills, Knowledge & Experience		
Able to gather, collate and manage large quantities of information	x	
Experience of creating a strategy and action plan in consultation with stakeholders	x	
Ability to monitor and report on strategy and action plan	x	
Plan and manage workload	x	
Project management skills		
Training and presentation skills	x	
Ability to capture and analyse information and produce reports	x	
Broad knowledge and understanding of the third sector	x	
Ability to work as part of a team, share knowledge and benefit from experience of others	x	
Ability to use the Microsoft Office package and Outlook	x	
Experience of developing professional networks for sharing of information and expertise	x	
Take a pro-active approach to problem solving	x	
Education/Qualifications		
Educated to degree level or similar		x
Other Requirements		
Valid driving license and access to a car with business insurance for work purposes	x	