Community Development Worker (Digital Inclusion)

Reference No:	G45
Service:	Communities
Job Family:	Community and Youth Work

Grade:	FC6

Purpose

The key purpose of this role is to support digital inclusion at a range of levels including:
- Providing guidance and support to community groups in relation to digital inclusion.
- Assist in project work and support digital web development for community groups and organisations.
- Working alongside communities, colleagues and partners to build capacity in digital learning and practice.
- Assist groups through direct delivery of learning programmes
- Provide website support and training to Digital Fife.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	**Person Specification: Skills, Knowledge, Qualifications or Experience -** Criteria can apply to more than one task or responsibility	E	D
Provide support to the development, delivery and review of digital fife websites including support to volunteers and board of trustees.	Educated to SCQF Level 7 which includes an HNC or SVQ Level 3 or equivalent Ideally this education level should include either a relevant accredited qualification in an IT-related subject or a qualification in training and development	✓	
	Post-qualification experience in a learning and development role or within a community setting	✓	

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:		Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
		Knowledge of project management	✓	
Use web learning platforms and tools, including current software packages and other digital solutions appropriate for developing learning resources and online training.		Confident user of IT systems with experience in the use of all Microsoft Office Applications	✓	
		Knowledge of design and web skills to design and produce content	✓	
		Experience of delivering training	✓	
Deliver and cascade digital learning training programmes to identified groups.		Previous experience in an admin, customer/client service environment, community or similar	✓	
Take responsibility for timely completion and accuracy of own work, ensuring it is carried out in accordance with relevant guidelines.		Ability to organise own workload	✓	
		Ability to produce reports, analyse trends and identify, recommend and implement improvement measures	✓	
		Organisational skills	✓	
Attend and input appropriately to internal staff and groups to understand digital resources and developments to support communities.		Knowledge of range of learning methodologies and approaches including digital		✓
		Good oral communication skills	✓	
Work collaboratively with local community learning and development strategy team to develop content and promote the area wide learning programmes and to the wider community area teams.		Ability to communicate effectively with a range of colleagues to advise and make improvements	✓	
		Writing and Presentation skills	✓	
		Team working skills	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.				

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:		Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:	**Expected Behaviours**
- Skills Framework (if applicable) **How** we work matters	Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.