



Person Specification for Digital Skills and Information Officer

Attributes	Essential	Desirable
Education & Qualifications	Functional skills maths and English. IT Literate with ECDL (or equivalent)	Coaching/ Teaching /IAG qualification
Experience	Experience of working with and managing volunteers. Working within and engaging with socially excluded communities. Working with people of all ages. Working on a 1-2-1 basis with beneficiaries. Running workshops/group work. Working in a coaching and/ or training capacity.	Experience of working with a Digital project Experience of monitoring and evaluating projects Experience of working with statutory, community and voluntary agencies.
Skills, Abilities & Knowledge	Confident in a range of digital technologies Eg. PC's, laptops, smart phones and tablets. Experience of using Office 365 in a work environment Experience of Social Media for marketing purposes Ability to engage with and encourage people to make a positive difference. Ability to positively deal with day-to-day challenges found within communities. Excellent organisational, planning skills, diary and time management. Highly developed interpersonal skills with ability to set professional boundaries in relationships. Experience of building strong relationships with internal and external stakeholders. Proven track record of achieving/exceeding targets. Excellent communication & presentation skills. Ability to work to deadlines. Ability to keep concise written registers and records. Self- driven and highly motivated.	Knowledge of wide range of Digital Platforms Knowledge of funding requirements
Personal Attributes	A can Do Attitude with a Positive Outlook on life Enthusiastic about the benefits of digital technology with a desire to make a real difference to the well-being of others. A caring, patient and compassionate approach Able to demonstrate insight and a non-judgemental approach Smart and professional appearance Be a role model and have commitment to making a difference.	
Personal Circumstances	<ul style="list-style-type: none"> • Have a flexible approach and willingness to work outside job role • Satisfactory DBS • A commitment to anti discriminatory work and equality of opportunity • Be committed to the values and behaviours of Intact 	Car User