

SUPPORTING COMMUNITIES

JOB DESCRIPTION

Job Title: Digital Inclusion Trainer

Responsible to: Digital Inclusion Coordinator

Responsible for: Provision of a comprehensive digital training and support service to people with disabilities as part of the ONSIDE programme

Key duties and responsibilities:

- To provide a comprehensive digital training and support service to individuals with disabilities.
- To work as part of a multi-disciplinary team to provide a comprehensive service for individuals and communities.
- To develop and deliver individual bespoke courses in response to need.
- Develop appropriate partnerships.
- Carry out research and provide reports and recommendations of Digital Inclusion Statistics throughout Border Regions.
- Research develop and update training courses reflecting the needs of individuals, groups and organisations.
- To organise training for individuals and groups.
- Develop and implement strategic outcomes to ensure successful projects/initiatives.
- Maintain an accurate up to date and detailed recording of work in a form which will not only facilitate supervision by Digital Coordinator but will be an aid to continuing the evaluation and monitoring.
- To develop a digital training programme.
- To develop and prepare all relevant digital training materials for all courses.
- Undertake all digital training as directed.
- To hold regular meetings with Digital Coordinator to discuss objectives and progress.
- Hold regular meetings with relevant partnerships in relation to digital training and potential training opportunities.
- Attend regular staff and team meetings to ensure all staff are kept informed of progress.
- To provide regular ad hoc reports as required by Head of Corporate Services and Senior Management Team.

- To attend Team meetings and carry out work as required.
- Undertake any other duties as may from time to time be required.

CONTRACT: Fixed Term for 12 months ending September 2022
HOURS: 37.5 hours per week
HOLIDAYS: 25 days plus customary holidays
SALARY: NJC Point 19 £25,481
TRAVEL EXPENSES: HMRC Fixed Rate
PENSION: Company Pension Available
WORK LOCATION: ONSIDE is a cross border project delivering in the following areas
 Sligo & Donegal
 North West & North Donegal
 Fermanagh & Omagh
 Cavan & Leitrim
 Monaghan/Dungannon/Armagh
 Louth
 Newry & South Down
 Greater Belfast & Northern Region
OFFICE BASE To be confirmed
CLOSING DATE: **9th August 2021 - 12 noon**
INTERVIEW DATE: **17th August 2021 via Zoom**

The ONSIDE Project has been supported by the EU's INTERREG VA Programme, managed by the Special EU Programmes Body (SEUPB)



**DIGITAL INCLUSION TRAINER
PERSONNEL SPECIFICATION**

Essential	Desirable
At least 2 years recent (ie within the last 3 years) relevant experience of developing and delivery of training, in relation to IT and Digital Inclusion	A recognised 3 rd level qualification
Knowledge of current government policies and procedures in relations to Digital Inclusion which have an impact at a local level.	
Project management skills and IT skills including the use of training equipment.	
Excellent communication, written, verbal and interpersonal skills.	
Hold a full current driving licence with access to a car.	
Highly motivated and a commitment to high standard of professional practice.	
Flexible attitude to work and ability to attend work outside normal working hours.	
Excellent organisational ability	
Ability to work on own initiative.	
Ability to work as a team member.	

KEY BEHAVIOURAL COMPETENCIES

Behavioural competencies describe how an individual may approach a situation or activity. They are similar to personal attributes.

The following outlines the key behavioural competencies for this role:

1. Communication
2. Meeting Customers' Needs
3. Innovation
4. Strategic Thinking
5. Thoroughness and Quality Conscious
6. Initiative
7. Integrity