



Part-time Digital Champion Mentors

Digital Unite is looking for up to 4 part-time Digital Champion Mentors to join its team. This is a great opportunity to be an important part of delivering One Digital, a new and innovative collaborative programme funded by the Big Lottery that will help thousands of people across the UK who are currently losing out through lack of digital skills. The programme partners will identify new ways of reaching and supporting them, starting with the Digital Champion model of trusted peers and intermediaries helping those around them.

The Digital Champion Mentors' main role is to welcome, encourage, inspire and support all Digital Champions who join the One Digital programme, in particular by ensuring that the Digital Champions make the most of all the training, resources, interaction and materials available on our Digital Champions Network learning platform. The role will also include planning and delivering occasional face to face sessions, webinars and teleconferences to small groups of Champions but the role is primarily an online one. Since the One Digital programme is focussed on supporting the recruitment, training and enthusing of volunteer digital champions across much of the UK, there will therefore be some travel involved from time to time.

How to apply

To apply for this role please email your current CV along with a one-page covering letter clearly identifying your suitability and enthusiasm for this role to Kathy Valdes, Managing Director at Kathy.valdes@digitalunite.com

The closing date for applications is by 12 noon on Monday 5th October 2015. Interviews will be held between the 12th and 19th of October in London. You will be notified by email on Wednesday 7th of October if you have been shortlisted for interview.

If you wish to discuss the role further or require the application in an alternative format please email Kathy Valdes at the above address.

Digital Unite is keen to increase the diversity of its staff and welcomes applications from all sections of the community.

Job description and person specification

Job title	Part Time Digital Champion Mentor
Type of contract	Contract November 2015 until December 2016 Self employed
Size of the contract	500 hours over the lifetime of the project, delivered mainly during normal office hours
Where the role sits within the team, department and wider business	Digital Champion mentors are the vital encouragement and support that we provide all our Digital Champions both virtual and face to face. The Digital Champion Mentors will work closely with the Project Delivery Manager There will be further interaction with key support and project staff.
Role reports to and responsible for	Reporting directly to the Delivery Manager.
Key areas of responsibility and activities	<p>Welcoming the Digital Champions onto the learning platform</p> <p>Supporting, inspiring and encouraging Digital Champions</p> <p>Supporting the Champions while they are learning and beyond</p> <p>Generating ideas for connecting and working with end learners</p> <p>Joining up Champions on the ground</p> <p>Creating materials for face to face sessions and other events when required</p> <p>Actively encouraging and supporting the recording of all project activity</p> <p>Contributing to forums and other social media activity</p> <p>Delivering occasional teleconferences or webinars for groups of Champions</p> <p>Other activities which support or encourage the Digital Champions in their role</p>
Essential technical requirements	<p>Microsoft Office suite including PowerPoint and Excel</p> <p>Familiar with online collaboration tools and how to make them work in practice</p> <p>Confident social media user</p> <p>Comfortable with common technologies such as PCs, tablets, smartphones, apps, fixed/mobile broadband.</p>

<p>What kind of experience is likely to lead to this role</p>	<p>Customer or client focussed role</p> <p>Roles which have included virtual support</p> <p>Interest or experience in informal adult learning</p> <p>Volunteer co-ordination</p> <p>Previous mentor or coaching role</p> <p>Community development work</p> <p>Working with disadvantaged groups</p>
<p>Required education and training for the role</p>	<p>Good understanding of data protection</p> <p>Understanding of principles of safeguarding</p>
<p>Essential person specification</p>	<p>Great people skills</p> <p>Positive, energetic and upbeat</p> <p>Excellent communication skills</p> <p>Good listener</p> <p>Excellent written English</p> <p>Confident presenter to small groups</p> <p>Team Player</p> <p>Self-motivated with ability to work alone and/or remotely</p> <p>Flexible to deal proactively with new challenges</p> <p>Solution focussed approach to project and people challenges</p> <p>Systematic and organised</p> <p>Willing to take on additional relevant tasks and undergo training as appropriate</p> <p>An interest in informal adult learning</p> <p>An understanding of the life challenges of socially and financially excluded people and all the principles of digital inclusion.</p>
<p>Location and travel requirements</p>	<p>Mentors could be based anywhere in England, Scotland or Wales and will work from home, but will need to travel occasionally to London and other project locations. This may occasionally involve some out of hours travel.</p> <p>Good internet connection is essential due to the online nature of the role and the programme.</p>

Remuneration range and benefits available	Salary is £19 p/h and is on a self-employed contract basis. Travel outside normal work place fully reimbursed
Digital Unite	Digital Unite is a small, dynamic and expert team of specialists committed to digital inclusion. Often working remotely but meeting on a regular basis in both London and Winchester, Digital Unite has a national focus and is committed to equality, diversity and inclusion.

About Digital Unite

Digital Unite specialises in training and supporting Digital Champions within organisations, be they community oriented, public sector, charities or corporate businesses. Over the last four years we have developed a more formalised understanding of a Digital Champion's role and skillset and have created learning, resources and support solutions which are all part of our Digital Champions Network.

The Network provides seven structured and self-study e-learning courses on how to help and inspire new learners to get and stay online as well as an extensive range of additional support resources, teaching aids and an interactive forum. The Network is currently used by 24 member organisations and around 1,000 Digital Champions across the UK.

After a successful Big Lottery bid, Digital Unite, together with its partners, is now launching a nationwide, collaborative Digital Champions programme, named 'One Digital', which will have our Digital Champions Network at its core.

One Digital

One Digital is an exciting and unique collaborative digital skills programme developed by SCVO, Age UK, Citizens Online and Digital Unite with its partners Affinity Sutton and AbilityNet.

The 'test and learn' initiative is funded by the Big Lottery Fund and aims to help around 9,500 people with basic digital skills over 12 months. At the heart of One Digital is the recruitment, training and support of 1,400 'trusted intermediaries' (Digital Champions) to deliver basic digital skills. It is a new and innovative approach to the changing digital inclusion landscape where those who aren't online are becoming harder to engage and need personal and long-term support if they are to participate in today's digitally-driven society. Each of the partners will be delivering individual and specific projects within One Digital using trained and engaged Digital Champions to support their varied communities.

The programme will help a large cross-section of society to develop digital skills, including those with disability and accessibility needs, young adults looking for work, the over 65s, and third sector organisations and their beneficiaries.

One Digital will also facilitate extensive partnership collaboration on all aspects of digital inclusion so that significant learnings can be shared and best practice models can be delivered for the benefit of all Digital Champions and end-learners.