



## Digital Unite Limited

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### **Project Delivery Manager Post**

Digital Unite is looking for a Project Delivery Manager to join its core team in a wide-ranging role. This is a great opportunity to be an important part of 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.

This role will involve building and maintaining excellent relationships with the key partners in the One Digital collaboration and ensuring that they have all the support and resources required from Digital Unite to help contribute to individual and overall project success. The role will also include planning and delivering work schedules with the assistance of a small team, as well as managing the day to day operational aspects of Digital Unite's responsibilities in One Digital. The programme is focussed on supporting the recruitment, training and enthusing of volunteer digital champions across much of the UK and will therefore involve some travel.

### **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](mailto:Kathy.valdes@digitalunite.com)

The closing date for applications is by 12 noon on Monday 5<sup>th</sup> October 2015. Interviews will be held between the 12<sup>th</sup> and 19<sup>th</sup> of October in London. You will be notified by email on Wednesday 7<sup>th</sup> 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

<b>Job title</b>	<b>Project Delivery Manager</b>
Type of contract	Contract from November 2015 until December 2016
How many hours	37.5 hour week.
Where the role sits within the team, department and wider business	Managing the delivery of a collaborative Digital Champions project within the wider One Digital programme. Working collaboratively with other areas of the business including DU Online, management, sales, communications and administration.
Role reports to and responsible for	Line managed and reporting directly to the Managing Director. Interactions with key support and project staff. Managing a small team (2 or 3) of project support staff.
Key areas of responsibility and activities	<p>Managing the delivery of Digital Unite's responsibilities under the One Digital programme which relate to the Digital Champions Network, the online learning network managed and run by Digital Unite.</p> <p>Co-ordinating the workflow of the Digital Champions Network</p> <p>Being a single point of contact for delivery teams from partner organisations</p> <p>Ensuring delivery of project on time and within budget</p> <p>Assisting with the monitoring and evaluation of the project</p> <p>Identifying opportunities on the ground for joined up working between Digital Champions and member organisations</p> <p>Managing the Digital Champion Mentors who offer support and encouragement online and offline to the Digital Champions from all the member organisations.</p> <p>Reporting and presenting to all levels about the project.</p> <p>Have oversight of the Digital Champions learner journey to understand strengths and weaknesses of the training and support offered by the learning platform.</p>

Essential technical requirements	<p>Managing a budget</p> <p>Microsoft Office suite including PowerPoint and Excel</p> <p>Experience of project monitoring and evaluation</p> <p>Familiar with online collaboration tools and how to make them work in practice</p> <p>Confident social media user</p> <p>Comfortable across common technologies and platforms e.g. PCs, tablets, smartphones, apps, fixed line and mobile connectivity</p>
What kind of experience is likely to lead to this role	<p>Previous project management experience with a successful outcome from end to end.</p> <p>Experience of working with disadvantaged groups</p> <p>Volunteer management</p> <p>Successful partnership working</p>
Short, medium and long-term objectives	<p>These will be discussed during the interview stage and provided to the successful candidate at the beginning of the contract</p>
Required education and training for the role	<p>Prefer Prince 2 or similar</p> <p>Degree or similar academic achievement</p> <p>Good understanding of data protection</p> <p>Understanding of principles of safeguarding</p>
Essential person specification	<p>Client focussed</p> <p>Positive, energetic and upbeat</p> <p>Excellent communication skills</p> <p>Excellent presentational skills</p> <p>Excellent written English</p> <p>Excellent partner and relationship management skills</p> <p>Confident public speaker to all groups in society</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>Able to work in a virtual team</p>
Location and travel requirements	<p>The post holder will be based in central London office space as well be able to work from a home office (which does not need to be in central London_ (Office space likely to be Kings Cross - tbc). He/she will take part in meetings and events at times across the UK, which may occasionally involve some out of hours travel.</p>
Remuneration range and benefits available	<p>Salary is £34,000 -£38,000 p.a. depending on experience and includes:</p> <p>30 days annual leave which include public holidays</p> <p>Travel outside normal work place fully reimbursed</p>
Digital Unite	<p>Digital Unite is a small, dynamic and expert team 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.</p>

## **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.