



MAKING OUR DIGITAL FUTURE

Role Description

Post title	DigiLocal Coordinator
Grade/Salary	£9,880 p.a 2.5 days per week (£19.760 pro rata, UK Living Wage)
Accountable to	CEO
Accountable for	N/A
Post no	
Job purpose:	To coordinate the delivery of DigiLocal community clubs

Duties and responsibilities

- 1 To coordinate DigiLocal clubs in the West of England region.
- 2 To support the DigiLocal Ambassador volunteers and help recruit new volunteers from industry.
- 3 To carry out routine established administrative processes, such as sending update emails to parents, according to defined procedures.
- 4 To maintain records and to make accurate, effective use of computerised systems.
- 5 To organise and prioritise own work to ensure it is completed to an agreed timeframe.
- 6 To work effectively as a member of a team.
- 7 To resolve day to day problems following clearly defined guidance and referring to pre-defined sources for further help and assistance.
- 8 To comply with our equal opportunities policy, and use this role to promote equal opportunity wherever possible.
- 9 To be responsible for your own health and safety and that of your colleagues, in accordance with our health and safety policy.
- 10 Any other duties that fall within the scope of the post as discussed with and allocated by the line manager following consultation with the postholder.

Person specification

Leadership and motivation	Able to take responsibility for own work and achieving the objectives of the role. Recognises when to seek assistance / support. Demonstrates respect for others, fairness, equality, tolerance and openness.
Planning & organising to achieve results	Within weekly timetable, agreed with their manager, is able to manage own day-to-day workload.
Commercial awareness	Raises ideas and suggests improvements to positively impact on the quality of service.
Delivering excellent service	Is able to identify and anticipate community needs and respond effectively and efficiently to meet these needs.



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Continuous improvement, innovation and change	Is positive about change, flexible in approach, and receptive to new ideas.
Communicating and influencing	Demonstrates clarity in all communications. Communicates in a timely, constructive, and positive manner.
The ability to develop yourself and others	Open to learning and development opportunities to enhance personal performance.
Teamwork and collaboration	Provides a calm and supportive environment through open and honest communications.
Skills/Experience	Basic IT skills.
Qualifications	Clean driving license and access to car an advantage but not essential

Special conditions

Although nominally 2.5 days per week, flexibility is needed over how that workload is allocated throughout the week. This will be by negotiation between the post holder and their manager.

If the role involves transporting equipment between clubs, the standard HMRC travel allowance will be used (40p per mile).

The postholder is expected to largely work remotely, flexible desk space can be made available if needed. The postholder may use their own laptop or one provided by DigiLocal.

Acceptance

Signed (job holder)	
Please print name	
Date	