



## AGE CYMRU DYFED

<b>JOB TITLE:</b>	Digital Champion
<b>LOCATION:</b>	North Pembrokeshire
<b>Hours:</b>	35hrs per week
<b>Contract:</b>	Fixed term until December 31 <sup>st</sup> 2024, subject to further funding
<b>Salary:</b>	£19,373 (DP2(1)) Proposed salary from April 2024 £21,195
<b>Pension &amp; Annual leave</b>	Pension paid, in line with government NEST scheme. 31 days including bank holidays
<b>ACCOUNTABLE TO:</b>	Peter McIlroy Practical Services Manager
<b>EQUAL OPPORTUNITIES:</b>	Age Cymru Dyfed is committed to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its' policies in their work.

This job description is not a definitive list of tasks, rather it is designed to give an overview of the job. It is envisaged that the post-holder will use their own initiative and develop the job, so the project and thus ACD's aims are achieved. It should be noted that the charity is a small organisation, and it may be necessary, from time to time, to step beyond the areas outlined below to support others.

An enhanced DBS is required for this role.

### **Purpose of job**

- To engage with the community to support older people in Pembrokeshire with digital needs that includes computers, laptops, tablet devices, mobile phones, smart speakers and Smart TV'S.

### **Digital Champion Main Duties:**

- Supporting people with digital issues. This can be face to face in people's homes, outreach venues, group work or remotely.
- Carry out digital awareness talks to social groups or other 3<sup>rd</sup> sector organisations.
- Develop a strong understanding of the charity's work to carry out the role
- To carry out administrative tasks connected with the role.
- To keep accurate records of digital issues raised, and informing the project manager of such.
- To undertake any other activities commensurate with the role

**Role expectations**

- To adhere to all organisation’s policies and procedures and the Employee Handbook.
- To attend meetings/events relevant to the project development.
- To participate in any supervisory/appraisal meetings.
- To participate in any training deemed necessary by the project manager.
- To contribute to organisational effectiveness through positive team-working
- To undertake such other duties, within the competence of the post holder, which may reasonably be required from time to time.

**Person specification:**

Educated to a good standard ( <i>However, experience instead of qualifications will also be taken into consideration</i> )	Essential
Proficient is using computers, laptops, tablet devices, mobile phones	Essential
Proficient in Microsoft office and other software/social media applications	Essential
Experience of working directly with older people	Essential
Experience of engagement and community development	Essential
Experience of networking at a local level	Essential
Experience of record keeping	Essential
Welsh speaker	Desirable
A flexible, can do attitude	Essential
A self-starting team player with good communication skills, both written and oral,	Essential
Own transport, appropriate driving licence, own car with business insurance, taxed, MOT’d and serviced annually.	Essential

*This job description is intended as a summary of the main elements of the job described. They may be varied from time to time in consultation with the job holder without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.*