



PERSON SPECIFICATION – Digital Officer- Digital Explorers Project

Criteria	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • Good standard of education in literacy, numeracy and digital skills 	<ul style="list-style-type: none"> • Safeguarding Vulnerable adults • Teaching qualification
Experience	<ul style="list-style-type: none"> • IT literate and familiar with Excel, Outlook, Word and Powerpoint • Digitally competent and proficient in a range of digital applications and platforms • Community based project management • Working in a person centred approach 	<ul style="list-style-type: none"> • Working with volunteers • Providing services for carers • Knowledge of the Redcar and Cleveland area

	<ul style="list-style-type: none"> • Working in partnership with other organisations • Knowledge and understanding of Health and Safety issues, Risk Assessments and confidentiality • Knowledge of Data Protection • Experience of Safeguarding • Experience of producing monitoring and evaluation reports 	
Skills	<ul style="list-style-type: none"> • An interest and awareness of health and well-being and how digital solutions can improve social networks and independence • Ability to develop good relationships with a wide range of people, including stakeholders, partners, community organisations, volunteers etc. • Ability to deal sympathetically and patiently with a wide range of individuals • Ability to work across partner premises and as an outreach in community settings 	<ul style="list-style-type: none"> • Knowledge of issues relating to older people, loneliness and social isolation • Flexibility and to be able to work with a variety of organisations
Other Requirements	<ul style="list-style-type: none"> • Flexible approach and ability to work in a variety of settings 	<ul style="list-style-type: none"> • Being proficient in delivering training to groups as well as individuals, especially older people who may be unskilled

	<ul style="list-style-type: none">• Have an initiative approach to delivery and working with individuals• Able to travel independently across the Redcar borough• Adhere to the Government guidelines in response to Covid-19 and provide a safe environment/delivery for clients	
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