

Job Description

Position: Community Technology Advisor (0.4 FTE, £22,500 pro rata, 12-month contract)

Recruitment: Applications close 12pm midday on the 30th November, interviews to be held on the 7th December

Reports to: Community Engagement Manager

Overall Job Purpose:

- To work with community groups, care homes and families who support older people to give them confidence to use digital tools to engage with support and activity services.

Main duties and responsibilities:

Community Engagement

- Working to upskill older people across North Somerset to enable them to use technology as part of their social life.
- Building relationships with people who support isolated older people such as care homes, support groups and families.
- Conducting user research with stakeholders to understand what training and resources Alive needs to produce.

Training

- Supporting the Project Manager and Marketing officer in the creation of learning materials and the development of training
- Recruiting over 200 participants for training and helping raise awareness of learning materials.
- Supporting the Project Manager in delivering training as well as delivering training solo when required.

Monitoring and Evaluation

- Recording numbers of people engaged throughout the project as well as gathering feedback on their experience.
- Working with the project team to continuously improve the content and delivery of the training and resources.

You may be required to undertake any additional duties as requested by the Community Engagement Manager. You may be required to undertake some evening and weekend work that can be taken as TOIL.

Person specification

Experience

Essential:

- Experience of working on a range of community engagement projects.
- Experience of developing and delivering training
- Experience of beginning and nurturing stakeholder relationships.
- Experience of monitoring and evaluating projects.

Desirable:

- Experience of working in the care sector and people living with dementia.

Skills and Knowledge

Essential:

- A good understanding of a range of software and hardware and confident advising others on how to use technology.
- A good understanding of the community and voluntary sector in North Somerset.
- Meticulous organisational skills, with careful attention to detail.
- Good verbal and written communication skills, including with phone and email.
- Computer literate and familiar with using common Office (365) programmes.

Desirable:

- Some experience of video editing and filming
- Use of the Adobe suite for the creation of course materials

Personal attributes

Essential:

- Friendly and approachable.
- Confident and assertive.
- Ability to work independently, proactively and under own initiative.
- An interest in improving the quality of life of older people.

Terms and Conditions of employment

Salary: 0.4 FTE £22,500 pro rata. plus, contributory pension. Salaries are paid monthly in arrears and reviewed annually.

Conditions of employment: This post is 0.4 FTE, 1.5 days per week, for a 12-month period, starting 1 January 2021 – 31 December 2021. There may be an opportunity to increase the hours or extend the role beyond the 12-month contract depending on available funding.

Alive staff work a 7.5-hour day. Annual holiday allowance is 25 days plus Bank Holidays pro rata.

Location: Alive is based at the Create Centre, Smeaton Road, Bristol BS1 6XN. However, the role will focus on North Somerset and remote working will be allowed.

Training: You will be encouraged to attend some Alive sessions and training, etc, in order to be able to communicate what we do to our clients.

Please note: This job description is for guidance. Employees are expected to be flexible and co-operative and to undertake additional duties as required.