

GROUNDWORK

CHANGING PLACES

CHANGING LIVES



JOB DESCRIPTION

JOB TITLE:	Digital Inclusion Tutor
REPORTS TO:	Project Manager – Northern Directions
RESPONSIBLE FOR:	Participants
LOCATION:	North East
PRIORITY CONTACTS:	Participants, Youth Coaches
SALARY:	Circa £24,000.00

JOB SUMMARY

Working as a member of the Youth Employment and Skills team to run a Digital Inclusion Programme (Be Tech Savvy) with the aim of ensuring all young participants are equipped with key digital skills at a pivotal stage of their lives, responding to a need identified through recent observations, comments, and consultation with young people, employers, educators, and partners across the youth/employment sector.

Be Tech Savvy will be delivered via sessions both remotely and face to face depending on the need of the participants. Sessions will include; employability, Climate Change, cyber safety, online banking and financial inclusion, IT basics, social media, social action, and using engine searches. On completion our participants should have increased digital skills; They should be able to access online education, employment, and training opportunities, have increased their online employability skills and have reduced feelings of loneliness and isolation.

The Tees Valley Pathways Programme is part-funded by the European Social Fund and supported under the Youth Employment Initiative

The Post holder will be a valuable resource for Groundwork North East to enable it to achieve its objectives. Working in a busy team environment ensuring high quality sessions are designed and delivered, outcomes are achieved and business deadlines are met whilst maintaining quality.

Be Tech Savvy is an exciting new programme part funded by Yorkshire Building Society delivered across the North East. You will work on our Northern Directions, Durham Works and Tees Valley Pathways programmes. Whilst this is a permanent opportunity, it is linked to the funding which is secured until August 2022.

KEY TASKS

Key Responsibilities :

- Utilising a participant's current Northern Directions, Durham Works and Tees Valley Pathways journey plan/individual learning plan to help shape their Digital Inclusion Plan.
- Establish relationships with and maintain constant contact with Youth Coaches and Programme Managers from Northern Directions, Durham Works and Tees Valley Pathways to ensure referrals are made into Be Tech Savvy and that delivery staff understand the sessions on offer.
- Development and delivery of sessions around the Science of climate change -Calculating carbon footprint and potential actions that can be taken at an individual, community and business level
- Development and delivery of a selection of digitally inclusive sessions
- To facilitate a relationship with participants which supports the development of the participant's digital inclusion development to support their long term goal of securing sustainable employment/apprenticeship or education
- Demonstrate the ability to use multiple online and communication platforms.
- Motivate participants, agreeing clear aims and goals, provide constant feedback with regular reviews and updates to Action Plan.
- Carry out induction of participants and accurately complete all relevant programme paperwork.
- Accurate and timely complete of the Management Information System
- Liaise with delivery staff and Project Manager to identify any support requirements that may benefit the participants.
- Keep accurate records of participants, reviews and proof of attendance whilst attending activity sessions, highlighting relevant issues to the Youth Worker as appropriate.
- Report on a regular basis to the Line Manager to advise on progress, potential problems and future actions.
- Maintain knowledge and work within the requirements laid down by the relevant funder

Programme Delivery:

- With the support of the line manager to monitor and manage project budgets, ensuring resources are managed and projects are delivered within budgets to achieve outputs and meet targets.
- To monitor and evaluate the progress of participants, providing reports as required for funders.
- Supported by the line manager to develop close working relationships with partners and relevant local agencies developing relationships which further the achievement of the project
- To actively promote the project to delivery partners and identify suitable applicants.
- To assess all applicants for suitability to the programme criteria

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- To maintain project records as appropriate and to meet the needs of funders.
- Timely and accurate submission of performance indicators and the preparation of monitoring and reports for funders.
- Appraising and satisfying health & safety, legal and other regulations with respect to projects, participants and the general public.
- Develop and maintain excellent relationships with other partner Navigators

Performance Targets

- Maintain attendance and retention of participants
- Weekly report of learner activity
- Accurate completion of funding documentation and timely submission

Additional responsibilities

- Integrate with wider team and share knowledge to benefit the holistic development of programmes.
- To operate in a pro-active and innovative manner, to generate solutions which support a diverse customer base into sustainable employment, maintaining a belief in the customers' ability to be employed throughout.
- Comply with all organisational policy, procedures and systems.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children, young people and vulnerable adults and to report any concerns in accordance with the organisation's safeguarding policies
- Ability to work outside normal office hours.
- Any other duties commensurate with the level of the post.