



Digital Inclusion Community Builder – Gloucester

Employment Details:

- **Employer:** Gloucester Community Building Collective CIC
- **Responsible to:** Team Manager, Gloucester Community Building Collective
- **Location:** Morroway House, Station Rd, Gloucester GL1 1DW, with community work and home working options.
- **Salary:** £26,500 per annum
- **Hours:** Full-time, 37 hours per week
- **Contract:** Fixed-term for 2 years, with a possible extension for an additional year

About the Role:

The Digital Inclusion Community Builder role is part of an exciting partnership, the Gloucestershire Digital Hubs project. The project's aim is to increase digital inclusion across all six districts in Gloucestershire, offering free, accessible, tailored support to individuals, facilitated by seven passionate community partners. As the partner covering Gloucester, we aim to establish digital hubs in communities across Gloucester, enabling people to access and use digital technologies to enhance their lives and participate fully in society. The primary focus is on addressing existing digital inequalities that prevent people from reaching their full potential.

You will continue the work of facilitating the development of community-based digital hubs, leveraging existing connections, spaces, and organisations within local communities. Your role will involve understanding how digital tools can support and enhance people's existing skills and passions, as well as encouraging them to share their expertise through formal and informal volunteer roles.

Key Responsibilities:

1. Digital Inclusion and Community Engagement:

- Facilitate digital inclusion by building confidence and capacity within communities to take action for themselves.
- Encourage the use of digital tools and social networks to build connections within communities.
- Develop strengths-based approaches to digital inclusion and engage with communities to understand their needs and aspirations.

2. Digital Hub Development and Support:

- Develop a comprehensive understanding of existing digital "assets" and community meeting spaces within Gloucester.
- Create, and work towards, an action plan outlining how communities can be encouraged to establish or build upon existing digital hubs, sharing good practices and ideas.
- Develop a training and skills plan to maximise the contribution of existing community builders, organisations, and volunteers, enabling mutual support within communities.
- Identify any gaps or specific training needs and leverage existing opportunities.
- Ensure existing hubs are supported.

3. Collaboration and Network Building:

- Work to establish a network for digital inclusion across Gloucester, fostering partnerships and collaborations with voluntary, community, and business organisations.
- Contribute to the countywide Digital and Community Hub Forum, ensuring consistent progress and momentum.

4. Digital Champion Volunteer Programme:

- Recruit, train, and manage Digital Champion volunteers to build sustainability across digital hubs in Gloucester.
- Provide ongoing support and create a welcoming and inclusive environment for volunteers.

5. Funding and Resource Support:

- Signpost and share knowledge between hubs on how to access funding for their ideas or projects.
- Support the development of a sustainable strategy for digital inclusion across Gloucester.

6. Monitoring, Evaluation, and Storytelling:

- Undertake risk assessments of all activities as required.
- Collect information on successes and lessons learned, contributing to the monitoring and evaluation requirements of the project.
- Help people share and celebrate their stories of success.

Person Specification:

Essential:

- Curiosity and interest in people, communities, and their experiences.
- Good general education.
- Strong IT and digital skills, confidence in using a wide range of IT software.
- Understanding of barriers to digital inclusion and their impact on participation.

- Ability to use and promote the effective and safe use of social media.
- Excellent interpersonal skills, including active listening, effective communication, empathy, and a positive attitude.
- Ability to motivate and inspire people.
- Self-direction and the ability to seek support and leverage the skills and experience of the wider team.
- Ability to build networks and work with a range of people and organisations within communities.
- Creativity and problem-solving skills.

Desirable:

- Knowledge of Gloucester and its communities.
- Experience in supporting people's digital needs.
- Understanding of strengths-based approaches and recognising people's contributions.
- Formal mentoring and coaching skills.
- Experience in working with volunteers, including recruitment and management.
- Experience in managing health and safety requirements, including risk assessments.
- Knowledge of the voluntary and community sector in Gloucestershire and its stakeholders.
- Experience in contributing to action learning and project evaluation.

Values and Principles:

The successful candidate will embody the values and principles of Gloucester Community Building Collective, which include being people-led, strengths-based, relationship-focused, rooted in local communities, and inclusive for all.

How to Apply:

Please submit your most recent CV and a covering statement (maximum 2 pages) or a video explaining how you meet the criteria outlined in the person specification. Submissions should be sent to: info@gloscommunitybuilding.co.uk

If you would like to discuss the role, please contact susi@gloscommunitybuilding.co.uk

The closing date for applications is **5pm 8th July 2024**. Interviews are scheduled for the week commencing **15th July 2024**. Secondments from local organisations in Gloucester are also welcome.