



## Digital Skills Coordinator

### Job description

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**Job Title:** **Digital Skills Coordinator:** Oxfordshire Youth's Digital Native Young Leaders Programme

**Salary:** **£ 25,500 per year**

Benefits include:

- Generous annual leave allowance
- Paid sick leave
- Enhanced family-friendly leave
- Compassionate and emergency leave
- Pension scheme
- Life insurance policy
- Employment Assistance Program
- Access to vouchers and discounts
- Monthly wellbeing allowance

**Reports to:** **Youth Training & Skills Manager**

**Location:** **Oxford**  
Some home working may be possible. Travel throughout Oxfordshire will be required.

**Hours of work:** **37.5 hours per week** (some evening and weekend work may be required)

**This is a fixed-term contract until March 2025.**

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**Deadline for applications: 23rd of April 2024**

To apply, please send a copy of your CV accompanied by an application form to [recruitment@oxfordshireyouth.org](mailto:recruitment@oxfordshireyouth.org) alternatively, [click here](#) for more information.

[February 2024](#)

## **Job purpose**

As a Digital Skills Coordinator for Oxfordshire Youth's Digital Native Young Leaders Programme, you will play a crucial role in delivering a comprehensive program aimed at equipping young people in Oxford with digital skills and fostering their engagement in innovative environments. Your primary responsibility will be to coordinate and facilitate activities that promote digital readiness and address the digital poverty and economic inequity faced by young people.

This role requires a strong understanding of youth work principles and the ability to integrate digital skills effectively.

## **Duties and Responsibilities**

1. **Develop and implement digital skills curriculum:** Design and deliver a curriculum that integrates digital skills into the existing ILM-accredited programme, ensuring it aligns with the goals and objectives of the Digital Native Young Leaders Programme. This includes planning workshops, activities, and resources that enhance young people's digital capabilities.
2. **Coordinate workshops and mentorship programs:** Collaborate with mentors from the tech and innovation space to organise year-round workshops that upskill young people from deprived backgrounds. Facilitate the pairing process between young people and mentors, ensuring meaningful interactions and knowledge exchange.
3. **Provide digital guidance and support:** Act as a mentor and resource for young people, guiding them in the development and application of digital skills. Assist them in utilizing technology for social action programs, such as creating digital campaigns or exploring app development for addressing social issues affecting young people.
4. **Monitor and evaluate program outcomes:** Collect data and feedback to assess the impact of the Digital Native Young Leaders Programme. Use evaluation results to make informed decisions and implement necessary improvements to enhance the effectiveness of the program.
5. **Work closely with stakeholders:** Collaborate with Oxfordshire Youth's network of youth clubs, secondary schools, and community organisations to identify and refer young people who would benefit from the programme. To ensure effective coordination and collaboration, build strong relationships with partners, stakeholders, and local authorities

## **Monitoring and Evaluation**

- Monitor all referrals, through an internal system, ensure appropriate and timely support is offered, signposting to partner agencies if required.
- Conduct all assessments and safety planning in collaboration with young people as well as any partner agencies, including partners/careers when it is safe to do so.
- Ensure that all quarterly and annual KPI monitoring, evaluation, and reporting requirements are met, contributing to the development of monitoring and evaluation systems as needed.

## **Our Culture**

Everyone at Oxfordshire Youth agrees to:

- Have an unwavering commitment to Oxfordshire Youth's vision, mission and values
- Attend meetings reliably and participate fully, including being an active listener
- Ensure that all work is carried out in accordance with Oxfordshire Youth's guidelines, policies, and procedures
- Undergo training that will enable personal and professional development
- Undertake any other relevant duty related to the further development, promotion, and sustainability of the organisation as set forth by your Line Manager and/or Senior Leadership Team
- Represent Oxfordshire Youth in a professional and appropriate manner at all times including considering punctuality, personal appearance and boundaries, and equity, diversity, and inclusion of all opportunities.

## **Safeguarding**

- Understanding that safeguarding children, young people, and adults is everyone's responsibility and you will have access to training and supervision, which is appropriate to the role (including undertaking a DBS check appropriate to your role)
- To ensure concerns from young people are responded to appropriately in line with Oxfordshire Youth's policies and procedures

## **What we are looking for**

- Strong digital skills: Proficient in various digital tools, platforms, and software relevant to the program, such as social media, content creation tools, and app development platforms. Knowledge of emerging technologies and trends is a plus.
- Youth work experience: A qualification in youth work is desirable. Prior experience working with young people in educational or community settings is essential.
- Strong communication skills: Excellent verbal and written communication skills, with the ability to engage and connect with young people effectively. Able to convey complex digital concepts in an understandable manner.
- Organisational and coordination abilities: Demonstrated ability to plan, organise, and coordinate workshops, mentorship programs, and other activities. Detail-oriented with strong time management skills.
- Passion for digital equity: A genuine interest in addressing digital poverty and economic inequity through youth engagement. Committed to empowering young people through digital skills development.
- Adaptability and creativity: Able to adapt to the evolving needs of the program and come up with innovative solutions to engage young people in digital learning and social action.

- Evaluation and assessment skills: Competent in monitoring and evaluating program outcomes, collecting data, and analysing results to drive program improvements.
- Please review: UK Skills for Innovation implementation case study video, [The Intel® Skills for Innovation \(SFI\) Overview](#)

Note: Training and qualification in youth work practice may be provided for candidates who don't possess prior qualifications in youth work.

### **Other desirable skills**

- [Social Work qualification, or JNC in Youth Work, or therapeutic qualification](#)
- [Knowledge of local networks and the different communities in the Oxford area.](#)
- [Knowledge and/or qualification in Protective Behaviours, Attachment, Trauma](#)
- [Willingness to participate in the necessary professional training in accordance with the requirements of the sector \(this may necessitate a personal time commitment\)](#)
- [Driving licence and access to a vehicle, access to all areas of Oxfordshire is essential](#)

## Supporting information

Ultimately, individuals who combine a strong foundation in digital skills with experience and passion for working with young people would be well-suited for the Digital Skills Coordinator role. It is important for them to possess the ability to bridge the gap between technology and youth engagement, and to have a genuine interest in addressing digital poverty and economic inequity.

We have created some personas of potential candidates who would likely hold ideal skills, for example,

An IT teacher passionate about youth development would bring valuable expertise in digital skills instruction. Their knowledge of various digital tools, programming languages, and software would enable them to effectively design and deliver the digital skills curriculum. Additionally, their experience in teaching and working with young people would facilitate engaging and impactful interactions.

An IT developer who has experience working with young people or engaging in youth-focused initiatives would be well-suited for this role. Their technical expertise in software development, app development, or other IT domains would enable them to guide and mentor young people effectively. They would possess a strong understanding of the latest digital trends and technologies, allowing them to foster innovation and creativity among the participants.

A youth worker with strong digital skills would be an ideal candidate. They would bring expertise in youth engagement, program coordination, and an understanding of the challenges faced by disadvantaged young people. Their digital skills would enable them to guide young people in using technology for social impact and equip them with the necessary digital capabilities.

A professional specialising in digital skills training, particularly with a focus on youth development, would be a great fit. They would have experience designing and delivering training programs that cater to the specific needs and interests of young people. Their expertise in various digital tools and platforms would allow them to effectively teach and mentor participants.