



Wales Co-operative Centre  
Canolfan Cydweithredol Cymru

As a leading organisation for social enterprise and co-operative development in the UK, and with substantial experience tackling poverty and exclusion, our work is at the top of the political agenda. The Wales Co-operative Centre has the opportunity to provide ambitious solutions to the challenges facing the economy and society of Wales. As an equal opportunities employer, we now invite applications from all sections of the community for the post of:

**Digital Inclusion Adviser (South West Wales)  
(Welsh Speaking) Digital Communities Wales**

- Programme Purpose: To provide consultancy advice to specific local organisations and volunteers to allow them to develop a more effective approach to tackling digital exclusion amongst the clients they support.
- Job Purpose: To contribute to the delivery of the Digital Communities Wales programme, with particular responsibility for areas of South West Wales  
**The ability to communicate fluently in Welsh is an essential requirement of this role.**
- Starting Salary: £31,727 per annum.
- Contract: Permanent. This post is funded by Welsh Government.
- Hours: 35 hours a week.
- Location: Carmarthen office (with regular travel across South West Wales and, occasionally, further afield).
- Closing date: 11:59pm, Monday 22<sup>nd</sup> April 2019.
- Interview date: 1<sup>st</sup> May 2019.

For an application pack, including further information, job description and person specification, please visit <http://www.wales.coop/careers> or alternatively telephone 02920 807113 citing job reference DIA/0419/MD

Please return completed application forms to HR Department, Wales Co-operative Centre, Y Borth, 13 Beddau Way, Caerphilly, CF83 2AX or by email to [recruitment@wales.coop](mailto:recruitment@wales.coop)

To find out more about Digital Communities Wales go to <https://www.digitalcommunities.gov.wales/>



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Wales Co-operative Centre  
Canolfan Cydweithredol Cymru

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Welsh Government  
Programme



- Project Purpose:** Digital Communities Wales provides consultancy advice to specific local organisations and volunteers, to enable them to develop a more effective approach to tackling digital exclusion amongst the clients they support.
- Job Purpose:** To contribute to the delivery of Digital Communities Wales, with particular responsibility for areas in South West Wales.
- Accountable to:** Regional Manager

### **Role Specific Main Duties and Responsibilities**

1. Lead and inspire digital inclusion activity across South West Wales;
2. Identify key stakeholders/partners and deliver bespoke consultancy support to improve and embed sustainable digital inclusion delivery;
3. Analyse organisational activity and develop detailed digital inclusion consultation plans for organisations;
4. Support and develop sustainable digital inclusion partnerships and share best practice with members;
5. Prepare timely and well written delivery reports to managers, key stakeholders including the Welsh Government as required;
6. Work to the project strategy, objectives, priorities and delivery plan and be responsible for performance against agreed targets.
7. Consistently deliver project outcomes and ensure all evidence documentation is completed to a high standard and accurately filed on Centre's CRM system in a timely manner;
8. Work closely with the training delivery team, having a detailed awareness of all training modules that DCW can offer and arrange training for clients;
9. Deliver digital inclusion training and workshops as required;
10. Develop a local digital volunteering programme placing digital inclusion volunteers locally, offering training where required;
11. Produce quarterly case studies to promote the benefits of digital engagement, and contribute to the development of appropriate marketing activity/website content.

### **Wales Co-operative Centre Duties and Responsibilities**

1. Work co-operatively with other staff and Wales Co-operative Centre programmes to promote the work of the Centre and facilitate achievement of the Vision;
2. Contribute to and represent the values of the Wales Co-operative Centre;
3. Promote and ensure safe working practices in line with Health and Safety requirements;
4. Adhere to all Wales Co-operative Centre policies and procedures;
5. Actively promote diversity within the Wales Co-operative Centre;
6. Play an active role in achieving excellence;
7. Maintain proper records of activity and produce reports as required;
8. Regularly attend and contribute to team meetings;
9. Work flexibly, including early mornings, evenings or weekends as necessary;
10. Travel as necessary to meet the requirements of the post;
11. Undertake professional development as required; and
12. Undertake such other duties appropriate to the level of the post that may reasonably be required.

It should be noted that this job description merely provides a summary of the main duties and responsibilities of the post. It may be subject to periodic review and modification in conjunction with your Line Manager and the HR and Corporate Support Manager which may lead to revisions in light of operational requirements.





**This document outlines the knowledge, skills and behaviours which our ideal candidate will be able to demonstrate. If you feel that you could be the next member of our team, please tell us how you meet the criteria listed in section 1 within your application. Please address each point clearly.**

<b>1.0</b>	<b>Role Specific Knowledge / Skills / Behaviours</b>
1.1	Ability to communicate (in writing and verbally) at a professional level through the Welsh language
1.2	Knowledge and understanding of key Welsh Government digital and health policy areas, and the Well-being of Future Generations Act
1.3	Strong ICT skills and ability to confidently use various digital tools to demonstrate the benefit of technology to our clients
1.4	Experience of building effective relationships and partnerships with organisations that result in sustainable change
1.5	Experience of successfully delivering against formal targets
1.6	Knowledge and understanding of volunteer development and placement
1.7	Ability to produce high quality written work in a timely manner including reports for Welsh Government, case studies and online content for promotional purposes

**All Wales Co-operative Centre staff are also expected to be able demonstrate the following core skills and behaviours. Some or all of these will be tested at interview stage.**

<b>2.0</b>	<b>Core Skills</b>
2.1	Ability to manage own workload, time and diary in order to meet deadlines / achieve outcomes
2.2	Ability to work independently with minimal supervision
2.3	Ability to work calmly and efficiently under pressure
2.4	Ability to work co-operatively and effectively as part of a team
2.5	Ability to competently use MS Office
2.6	Ability to deliver excellent customer service
2.7	Ability to communicate effectively, verbally and in written format, across various audiences
2.8	Ability to build relationships with internal and external stakeholders
2.9	Ability to identify opportunity for innovation and solve problems
2.10	Ability to adapt to change

<b>3.0</b>	<b>Core Behaviours</b>
3.1	Co-operation – work collaboratively for mutual benefit
3.2	Support – give your time, expertise and encouragement
3.3	Fairness – value diversity and democracy
3.4	Integrity – strive to be open and honest in everything that you do
3.5	Positivity – invest your energy on achieving outcomes
3.6	Inspire - stimulate businesses, communities and people to take control and reach their potential
3.7	Punctual
3.8	Committed to continuous professional development