

The Glendale Trust

Job Description

IT Project Coordinator / Tutor – Glendale Community IT Broadband Project

BACKGROUND

The Glendale Trust operates as a charity to benefit the residents and area of Glendale on the Isle of Skye. As part of its work the Trust has secured funding to deliver a community broadband and IT project which aims educate the local residents of area including school children on the basic IT and safe use of the internet. The successful applicant will be a creative and dynamic practitioner who will be able to contribute to the planning and delivery of our community IT and Broadband project. The successful candidate will be expected to work to the instruction of the Glendale Trust board made up of volunteers and the Local Development Officer who also works on behalf of the Glendale Trust.

The post can be operated remotely however all tuition must be delivered at the Glendale Hall. The contract will be for a Term of up to 24 months.

Line management support will be provided by the Local Development Officer, with additional guidance from the Glendale Trust Board.

PURPOSE OF THE JOB

Overall project management and delivery of the Glendale IT and Broadband Project. Monitoring and supporting the overall progress and development of participants. Providing a motivating and structured learning experience, which provides participants with the opportunity to achieve their individual potential. Contribute significantly to raising standards of participant attainment.

Lesson planning development, and delivery across a range of topics including but not limited to;

- Online Safety
- Word
- Email
- Social Media
- Excel

MAIN DUTIES AND RESPONSIBILITIES

The main duties will be:

1. To work under the direction of the Local Development Officer, to oversee the delivery of the project.
2. To ensure proper governance of the project through its lifecycle into the operational phase and final reporting.
3. To include organising planning and delivering a series of relevant IT workshops and classes for local community members.
4. To oversee the implementation of the project, including the sourcing and drawdown of funding, and the keeping of records / writing of reports as required by Funders.
5. To maintain constructive working relationships with groups within the community, and with staff from public, voluntary and private sector organisations to ensure a coordinated approach.
6. To manage the project planning process ensuring that timescales are adhered to by all parties.
7. To manage the project budget and cash flow.
8. To lead community engagement and consultations throughout the project area, addressing concerns and maximising the benefits offered by the project.
9. Information dissemination via the Glendale Trust website, social media and email circulation will be required.
10. Any other tasks required to ensure successful delivery of the project.

Reporting to:	Glendale Trust Local Development Officer
Salary:	£10,000 per annum paid monthly in arrears by BACS
Length of Contract:	Up to 24 months
Notice:	Three months' notice may be given on either side.
Annual Leave:	20 days per year plus 13 public and local holidays – pro rata
Hours of Work:	10 hours per week.
Nature of Work:	Evening and weekend work may be a feature of this role depending on project requirements it is anticipated that some tuition may be delivered at these times.
Expenses:	Out of pocket expenses are reimbursed by BACS on a monthly basis (or more frequently by cheque if required), on completion of an Expenses Claim Form.
Petrol:	If a private vehicle is used, mileage can be reclaimed at 45p per mile.

Application forms can be downloaded from the Glendale Trust Website or are available from elgar.finlay@theglendaletrust.org



Job Title : IT and Broadband Project Manager		Employer :- The	Glendale	Trust
Contact :- Elgar Finlay elgar.finlay@theglendaletrust.org				
Key Criteria	Essential	Desirable		
Qualifications and Training	<ul style="list-style-type: none"> ◆ A good standard of formal education to a Highers level. 	<ul style="list-style-type: none"> ◆ Degree/vocational equivalent in education and IT ◆ Recognised qualifications relevant to IT and broadband systems design and delivery of training. ◆ European Computer Driving License qualification 		
Work Experience	<ul style="list-style-type: none"> ◆ Experience in a relevant education role ◆ A record of working at voluntary and/or community level. ◆ An open and inclusive operational attitude. ◆ Some training – or willingness to train – in project development ◆ Experience of remote working, utilising communication technologies and other practices in place of face to face communication and an office environment; 	<ul style="list-style-type: none"> ◆ Experience of establishing and delivering an IT based educational project. 		
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> ◆ Excellent interpersonal skills; able to influence and motivate others ◆ Experience of recognised training and teaching techniques ◆ Excellent presentational and written communication skills, including formal papers and reports; ◆ Strong self-discipline to work effectively remotely in absence of close management; ◆ People management skills. 	<ul style="list-style-type: none"> ◆ Knowledge of project funding sources & application processes; ◆ Practical experience of the realities of community life in the peripheral H&I; ◆ Knowledge of training methods 		
Technical Skills	<ul style="list-style-type: none"> ◆ Excellent general computer competence (Word, Excel, Web, email, PowerPoint); ◆ Comfortable with remote working communications technologies and practices; 	<ul style="list-style-type: none"> ◆ More advanced ICT skills including Website development; ◆ Technical knowledge of broadband network and telecommunications safety 		
Job Circumstances	<ul style="list-style-type: none"> ◆ Flexibility for travel; ◆ Strong motivation and enthusiasm for the post and the role ◆ Access to own transport 	<ul style="list-style-type: none"> ◆ Early start date 		