## Job Description

**Digital Co-ordinator – Fixed Term (12 months – full-time)**

**Salary - £21,750**

**Background**

Articulate is a niche and specialist charity that has equality, diversity and inclusion at its core. We co-design services that benefit Scotland’s most vulnerable young people, specifically those who are care experienced, homeless, at-risk, seeking asylum or living in poverty in our most challenged communities.

Co-creating safe digital spaces for young people to stay connected, creative and collaborative has never been more important. Articulate wants to accelerate plans for digital developments at the crossroads between the arts, creative learning, culture and experience of care in Scotland.

**Job Summary**

This new post is responsible for the ongoing community development, administration activities and overall co-ordination of Articulate Cultural Trust’s digital and online access programme.

This is a new opportunity to help shape and deliver co-designed pilots, projects and programmes with our young people and to explore new requirements and features to support their growth and development.

The post will report to Articulate’s Chief Executive and will play a key role in driving forward the charity’s vision to support the ideas, energy and connectivity of marginalised and vulnerable young people.

The Digital Co-ordinator will be required to work closely with our young people and staff teams to gather organisational and beneficiary requirements for digital projects, oversee digital development and delivery and provide regular evaluation of those projects to enable Articulate to improve and/or scale charity programmes as efficiently as possible.

The post-holder will also support Articulate’s links to Connecting Scotland and the possibility of a part-time Digital Assistant role via the Government’s Kickstart scheme.

**Key Responsibilities**

* Liaising with our Young Advisory Group to ensure cohesion with wider digital and other developments across the organisation
* Working within and out with the organisation to ensure maximum connectivity and use of Articulate’s digital developments
* Defining, prioritising and managing the delivery of new features and content
* Establishing and managing ongoing community maintenance processes for development and content
* Pulling together project plans and budgets
* Supporting the young people including writing briefs, content, proposals and pitches
* Collaborating with user groups, partner organisations and internal teams for testing, feedback, consultation and evaluation
* Analysing data and providing detailed quarterly performance reports for young people and adults.

**Knowledge, Skills and Experience**

We are seeking a digital specialist with experience in building relationships with a wide range of stakeholders, most especially children and young people but also in training professional adults. You will need core strengths as an administrator who appreciates the need to plan and communicate project and programme details appropriately and sensitively. In more detail this means you will have:

* Experience facilitating exploration workshops and user-testing sessions with both children, young people and adults
* Significant experience in digital solutions development and project co-ordination in technical and creative disciplines as well as relationships with digital agencies
* Experience working in an agile manner and iterative digital development processes
* Highly developed listening and collaboration skills; ability to process a wide range of views and priorities
* Strong relationship-centred and communication skills, a naturally warm person who can establish connections quickly and effectively interact with a range of young people with different needs and challenges
* The ability to co-ordinate several concurrent projects and respond proactively and positively to shifting priorities
* Strong time management skills and the ability to work to multiple deadlines including those for project funding and reporting
* Excellent understanding of digital innovation and technologies, IT skills and experience in managing significant amounts of data
* Experience using online analytics tools to inform and prioritise future digital developments and marketing decisions
* Experience in budget control
* Ability to collaborate and work across teams, projects and activities.

The post-holder must be prepared to travel occasionally and work flexibly for related project and programme duties.

Due to current government guidelines, the post will be working from home until further notice. Once normal interaction is fully resumed, the job holder can be based at Articulate’s office in The Pipe Factory, Glasgow (subject to refurbishment scheduling).

Articulate Cultural Trust understands that each of us brings unique experiences, backgrounds and perspectives to what we do. We would particularly welcome applications from people who are currently under-represented in the sector, especially those from black and minority ethnic communities, those from a low socio-economic background and people who are care experienced.

Applicants must have the right to live and work in the UK.

Auto-enrolment to The People’s Pension is included in this offer for the fixed-term role.

Appointment to the post will be conditional upon securing PVG Disclosure assurances.

*This one-year post is funded by The Promise Partnership with support from the Scottish Government and Corra Foundation. The role is a key component of Articulate’s commitment to The Promise for Scotland’s care experienced young people. Find out more here: https://thepromise.scot/*

**Application**

To apply, please send a CV and covering letter to eonacraig@articulatehub.com by 5pm on Wednesday 19 May. In your cover letter tell us about your professional experience to date but please also take the time to showcase your personality, enthusiasm and any ideas you have for the role. Please also share the name, position and contact details of two references – one personal, one professional.

Interview date – Wednesday 26 May. Please note that interviews will be held over Zoom. There will be at least one care experienced young person on the selection panel.

If you require any materials in an alternative format or have any questions, please get in contact with us at hello@articulatehub.com

Any information you provide as part of your application will be treated as confidential and managed under relevant data protection legislation and guidance.