**Communication & Customer Service**

**Recording & Monitoring**

**Quality**

**Team Work**

**Planning & Organisation**

**Specialist Knowledge**

**Charity Focus**

**Leadership**



**Digital Project Coordinator**

**Hours: 15 hours per week**

**Salary: £8,319 per annum,** **Band D (£20,520 per annum FTE)**

**Based:** **Hybrid (home & community)**

**Tenure: Fixed Term until November 2023**

We are delighted to announce vacancies within our brand-new Digital Inclusion Programme to successfully develop, manage and deliver this initiative to older people. The programme is an exciting new scheme that will aim to give the older local population more confidence in becoming digitally active, thereby reducing social isolation, improving connectedness and allowing better access to crucial services.

The Digital Coordinator will develop and deliver the project and act as first point of contact for programme enquiries, supported by our Digital Outreach Workers and Digital Champion Volunteers. You will be working with teams across the charity and external partners to create engagement and deliver campaigns to support the project’s key aims:

1. Increase individuals who are digitally connected

2. Increase individuals who use the Notts NHS App

3. Reduce social isolation

This is an exciting opportunity to make a real difference and shape a brand-new service within the charity that seeks to improve the confidence and wellbeing of older people. We are looking for someone who is organised, approachable, and personable to work with clients who may be struggling. Being an advocate for digital inclusion, with a collaborative and organised approach, you will make a valuable contribution to our friendly team who are dedicated to providing a high-quality service.  Ability to drive and access to a vehicle are also essential (for applicants who are unable to drive due to a disability, reasonable adjustments will be considered). When not out in the community, the role will be home-based.

*As an employee of Age UK Nottingham & Nottinghamshire you will be eligible for our attractive package which includes 24 days annual leave (Pro Rata), public holidays, flexible working and a 4% employer contribution pension (in line with auto-enrolment rules).*

**How to Apply**

For full details and to download an application pack, please visit our website at [**www.ageuk.org.uk/notts/about-us/work-for-us/**](http://www.ageuk.org.uk/notts/about-us/work-for-us/). Alternatively, please contact our Human Resources department for an application pack by email [**recruitment@ageuknotts.org.uk**](mailto:recruitment@ageuknotts.org.uk) or telephone **0115 859 9265**.

**The closing date for receipt of completed applications is Monday 1 August**

Age UK Nottingham & Nottinghamshire promotes equality and diversity.

*Registered Charity Number: 1067881*