

## Digital Inclusion Manager

**Location:** Sheffield

**Salary:** £27,000 - £37,000 depending on experience, plus excellent benefits

**Hours:** Full time, fixed term (12 months)

**Closing Date:** 21 October 2018

**An opportunity to be part of a dynamic social change charity, working at scale across the UK and internationally.**

Good Things Foundation is the UK's leading digital and social inclusion charity. Our mission is a world where everyone can benefit from digital. Through our Online Centres Network of hyperlocal partners, we are supporting people and communities to overcome some of the most pressing social challenges they are facing through digital.

Since 2010 we've helped over 2.4 million people to improve their lives using digital, driving positive outcomes from employment through to health and wellbeing.

We inspire, empower and support community organisations to build digital inclusion into their social mission, driving positive economic and social outcomes for people through the application of digital in their lives: from entering and progressing in employment through to better health and wellbeing, confidence and reduced social isolation. We work with a network of 5,000 community organisations across the UK - the Online Centres Network - and we are building a similar network in Australia with over 1,800 network partners already recruited.

As a mission-led organisation, we work with organisations that share our vision and values. Our current partners include: Google, Lloyds Banking Group, Freeformers, Dept for Education, Her Majesty's Courts and Tribunals Service, Salford City Council, Leeds City Council, Stockport Council, Freeformers, BT, Prince's Countryside Fund, Three, Freeview, Big Lottery Fund, NHS Digital, the Welsh Government and others.

We're looking for an inspirational person with excellent partnership building and management skills to lead the development and delivery of new digital inclusion projects which aim to improve the digital confidence and skills of digitally excluded people.

### **Your responsibilities will include:**

- Achieving brilliant delivery of Good Things Foundation's funded projects to the highest quality standards, overseeing the development and delivery of projects across the different specialist teams in Good Things Foundation whilst maintaining positive and productive working relationships with funding partners;

- Helping to shape and contributing to the delivery of Good Things Foundation's Digital Inclusion Programme, identifying the actions Good Things Foundation will take to maximise its impact on digital exclusion;
- Building and nurturing internal cross-team relationships to support a collaborative approach to project inception, delivery and learning;
- Identifying new opportunities and securing new income that enables Good Things Foundation to increase its impact.

**You will have experience of:**

- A dynamic leader of people and projects, using your energy, drive and resilience to deliver the best for partners and beneficiaries.
- A brilliant people person, able to forge strong and lasting relationships with partners based on trust and 'always delivering what we say we will'.
- An innovator, applying your experience, skills and knowledge to devise and implement solutions to social problems.
- Passionate and knowledgeable about digital and social inclusion, demonstrating a good understanding of the policies and external environment that affects our work.

**With the following education, knowledge and skills:**

- A strong character who is people focused with exceptional interpersonal, organisational and prioritisation skills.
- Ability to use judgement, discretion and make decisions.
- A self starter who can work creatively with confidence under their own initiative within a team environment.
- Ability to collaborate and work positively across teams.
- Commitment to delivering Good Things Foundation's mission in partnership with others.
- Confident in using Google docs and ideally other Google Apps (sheets, slides etc)
- A minimum of five GCSEs A\* - C or equivalent, including Maths & English.

Good Things Foundation is based in Sheffield, but we work everywhere in the country, and these roles will require a significant amount of travel to other locations, particularly London.

**How to apply:**

**For a full job description and application form please see the [Work for Us](#) page of our website and send your CV and completed application form to: [recruitment@goodthingsfoundation.org](mailto:recruitment@goodthingsfoundation.org) by 21 October 2018**

*Good Things Foundation operates a policy of providing equal opportunities in all aspects of work including recruitment, training, and promotion, whatever the colour, race, religion, belief, ethnic or national origin, gender, sexual orientation, marital status, age or disability of an employee, having regard to the individual's aptitudes and abilities and requirements for the job. Good Things Foundation is opposed to all forms of unlawful and unfair discrimination.*