

**JOB TITLE:** Connecting into Care: Digital Inclusion Lead

**SALARY:** £ 28,000 per annum, pro rata at 20 hours per week

**LOCATION:** Discovery College, Eastgate Centre, Inverness (with some homeworking and community outreach)

**RESPONSIBLE TO:** Directors

**JOB PURPOSE:** Funded through the Connecting to Care Fund from The Scottish Government's Digital Health and Care Division, the primary purpose of the role is to develop pathways for people accessing mental health services to increase digital skills levels to support positive mental health and wellbeing at the new Discovery College in Inverness. The post holder will create a range of exciting and engaging community-based learning opportunities to help users develop the essential skills needed for life and work and increase awareness of the value of digital skills in supporting positive mental health and wellbeing ensuring people have more opportunities to participate in digital activity both to engage in wider opportunities through the Discovery College and beyond.

**KEY DUTIES AND RESPONSIBILITIES INCLUDE:**

1. Develop and deliver referral pathways into the programme, working closely with colleagues in the NHS and other mental health colleagues.
2. Develop and deliver 1:1 digital learning support
3. Develop and deliver regular digital drop ins
4. Effectively market learning opportunities to encourage people to join sessions.
5. Develop and deliver a device library
6. Increase the quality and range of digital activities available across the Discovery College
7. Develop effective partnerships across Highlands and engage with other key agencies and partners to encourage uptake
8. Train and develop a network of digital champions across the organisation.
9. Increase the number of people able to engage in digital activity to support their mental health.
10. Support the development of a digital inclusion strategy for the Discovery College
11. Increase participation amongst socially-excluded groups.

12. Regular reporting on project outcomes and challenges, internal reporting and to the funder.
13. Participate in a monthly Community of Learning to share experience and insights

**Other Duties:**

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to the post may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time.

**ESSENTIAL ATTRIBUTES:**

In order to be able to carry out the duties of this post effectively and safely, candidates must be able to provide evidence of the following:-

**1. EXPERIENCE**

- An understanding of the relationship between digital exclusion and health inequality
- An understanding of technology enabled care, and in particular how this can support positive mental health and wellbeing
- Experience of delivering community-learning opportunities engaging with hard-to-reach groups of learners.
- Experience of working with mental health practitioners in statutory and third sectors  
Experience of digital tools and how to use them.

**2. SKILLS/ATTRIBUTES GENERAL**

- Excellent communication skills; both written and verbal.
- Ability to prioritise tasks, meet deadlines and work on own initiative; working as part of a dispersed team.
- Confident and creative in using a range of digital and online tools (both online and offline), especially those for remote delivery

**3. SKILLS/ABILITIES SPECIFIC TO THE POST**

- Experience of working in a person-centred way, ideally within settings supporting people with their mental health
- Experience of delivering community-learning opportunities, and in particular engaging hard-to-reach groups of learners.
- The ability to co-ordinate and bring together a range of partners.
- The ability to engage with key partners and maintain good working relationships.
- Experience of working with speakers of languages other than English.

- Knowledge of Slack, Zoom and Google Workspace in to allow you to engage with our current systems.

#### **4. INTERPERSONAL AND SOCIAL SKILLS**

- Possess personal motivation, which inspires a strong commitment to working towards the concept of digital inclusion.
- Ability to work independently as part of a dispersed team.
- Enthusiastic and highly motivated with the ability to motivate others.
- Excellent interpersonal skills.
- Patience and a sense of humour to ensure learning environments are welcoming and inclusive.
- Ability to build trust and devolve responsibility and resources to partners/colleagues.
- Clear understanding of the benefits that digital skills can bring to all.
- Resilient and able to deal confidently with difficult challenges.
- Commitment to our values including promoting equality and diversity.

If you would like to make further enquiries about this job role you can contact Irene Mackintosh or Shona Munro via email at [info@mhorcollective.com](mailto:info@mhorcollective.com) and they would be happy to discuss.

Interviews will be held W/C 22 April 2024.