

**JOB DESCRIPTION**

**Job Title: Raising Aspirations:** Digital Education Co-ordinator

**Reporting to:** Raising Aspirations Senior Team Leader

**Location:** Foundation House, Salford

**Salary:** £20,000 per annum

**Hours:** Full Time - 35 hours

**Introduction**

Salford Foundation, a social inclusion charity, is working in partnership with a private sector partner to deliver a community programme with children and young people. This role will include engaging primary students with the ever-changing digital world through a fun coding activity and the introduction of basic digital skills. It also involves developing business links for post-16 students through creating workshops to understand the application of digital and new technologies in the work place.

Applicants for this post will have a passion for education and experience working with children and young people in schools or education-related settings. You will have an understanding and knowledge of digital/technological concepts and be able to confidently follow and develop lesson plans with clear learning objectives and deliver lessons or learning activities effectively. You must be a highly motivated self-starter who can work flexibly to manage different tasks and priorities. You will have a professional attitude and a confident approach to working with corporate organisations and forming partnerships with businesses and community organisations.

**Key Tasks and Responsibilities**

* Promoting and creating innovative projects using technology to primary schools in Salford and Trafford
* Develop and deliver bespoke sessions (for example, coding activities with Lego Robots) suitable for school settings with different year groups which have clear learning objectives.
* Generating and maintaining evaluative evidence to support the qualitative assessments of the impact of the programmes.
* Effectively managing good working relationships with schools once they have agreed to host the projects.
* Recruitment, training and management of relationships with business volunteers.
* Approaching new companies to promote participation in the post-16 element of the programme
* Organising visits to inspirational digital business environments.
* Delivering workshop sessions with support from the business community.
* Preparing reports and management information on the projects as required/requested.
* Undertake relevant training and development opportunities, as agreed with your line manager.
* Contribute to cross-functional and Company-wide tasks and developments.
* Attend team meetings and external inter-agency meetings and events, as directed by your line manager.
* To implement and comply with all the Foundation’s policies, including the Safeguarding Children Policy and procedures and ground rules for implementing appropriate behaviour with children and young people.
* Any other duties of a similar level of responsibility as directed by your line manager or a Senior Manager.

**Person Specification**

*Knowledge*

* Knowledge of digital and technological developments and their application in the workplace.
* An understanding of Child Protection, Equal Opportunities and anti-discriminatory practices.
* Knowledge of issues relevant to and affecting the education and development of children.
* Understanding of corporate social responsibility (CSR).

*Experience*

* Experience of working with school aged young people, preferably in a school environment.
* Experience of organising and delivering projects and activities with clear learning objectives.
* Experience of volunteering and community projects.
* Experience of organising events.
* Evaluating projects and report writing.
* Experience of working in education/voluntary/community settings.
* Experience in the use of IT software and of Microsoft Office.

*Skills*

* Excellent communication and interpersonal skills.
* Ability to relate well to children and adults from a wide range of backgrounds, engage them in activities which support their development and relate sensitively and confidentially to their needs.
* Ability to plan, prioritise and organise own workload.
* Ability to work independently and as part of a team.
* Ability to work to targets and set personal objectives.
* Good written communication and presentation skills.
* An empathetic approach.

*Values & Attitudes*

* Committed to Salford Foundation’s mission statement and ethos and to promoting this internally and externally.
* Committed to developing peoples skills.
* Committed to treating people equally, respecting differences and challenging prejudice and discrimination.
* A positive, enthusiastic and ‘can do’ approach to work.
* Committed to your own learning and development.
* Committed to being a team player and helping others when required.

*Special Conditions*

* This post is subject to an enhanced-level DBS check.
* The post-holder must hold a full driving licence and have a car available to be used for business purposes.