

London Borough of Lambeth

JOB DESCRIPTION

Job Title:	Digital Access Partnership and Projects Manager
Grade:	PO5
Directorate:	Strategy and Communications
Responsible for:	N/A
Responsible to:	Senior Policy & Partnerships Manager/Associate Director Community Health and Engagement

The Digital Access for All workstream within the Digital Lambeth strategic programme contains several initiatives to improve access to devices, increase connectivity and digital skills, creating confidence among digitally excluded Lambeth residents. Many of these initiatives are committed to in the digital strategy.

Main purpose of the post:

The main purpose of the Digital Inclusion Partnership and Projects Manager is to lead on the delivery of the Digital Access for All workstream as part of [Digital Lambeth](#). The post holder will be based in Strategy & Communications and work closely with services across the council and with external partners from the voluntary and community sector.

All project work carried out by the Manager sits within the Digital Access for All workstream in the Digital Lambeth strategic programme, so will be governed by the documentation and reporting requirements of the programme and Lambeth's standard project management requirements, with support from the Programme Performance team to ensure good practice is followed.

Key Accountabilities

1. Lead the borough's response to digital exclusion as part of a broader commitment to tackle systemic inequalities in the borough
2. Coordinating the digital offer across council services and the Voluntary and Community Sector
3. Managing partnerships including the Digital Inclusion Network of 30+ local organisations
4. Develop and promote a signposting tool to identify points of internet access and digital support
5. Supporting efforts to leverage funding into Lambeth to increase digital inclusion
6. Developing shared skills framework for digital inclusion with Council staff/VCS and work with HR, Adult Learning and Libraries to develop training
7. Embedding consistent assessment of digital needs across council services
8. Project manage specific initiatives eg. Digital Inclusion Fund

General Responsibilities

Partnership working

- Coordinate and promote partner activities across the Digital Inclusion Network.
- Lead local partners, where appropriate, in applying for relevant funding.
- Develop a programme of complimentary activities to enhance existing support. This will involve supporting individuals, and partners from a range of different organisations from the public, private and third sector to work together around shared goals.
- Link in with key local priorities such as tackling systemic inequalities and racism, welfare reform, health and well-being and housing projects.
- Assist with gathering evidence and data to enable partners to understand the current Digital Inclusion landscape.

Project Management

- Deliver Digital Inclusion Network events both online and face to face for stakeholders.
- Monitor the delivery of the project and report to the Digital Access working group
- Support the ongoing evaluation of the project through the use of regular reporting and a range of evaluation techniques e.g. focus groups, case studies.
- Create a coherent approach to the roll out of new projects and activities focused on digital inclusion.

Marketing

- Develop and promote a signposting tool to identify points of internet access and digital support.
- Use targeted marketing to motivate excluded groups and individuals to use training, support and access
- Identify and promote r Drive the delivery of the Digital Access workstream with agreed outputs and outcomes in line with the Digital Inclusion Strategy and Borough Plan.
- Relevant digital inclusion activities in the area, using case studies to highlight the social inclusion impact where applicable.
- Capture best practice, case studies and lessons learned, promoting and sharing this locally and regionally.

Other duties

- Keep abreast of developments and trends around social inclusion/ digital inclusion policy and feeding this into the development of the programme where appropriate.
- Secretariat local partner and working group meetings and assist with co-ordinating meetings and calls as necessary.
- Attend national and London-wider networks and events representing Lambeth.
- Keep abreast of similar projects to learn and develop potential new approaches.

PERSON SPECIFICATION

Digital Access Partnership and Projects Manager

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confidence scheme, you will need to give evidence or examples of your proven experience in the areas marked with a "Tick" (✓) on the person specification when you complete the application form</p>			Shortlisting Criteria
Key knowledge	K1	Strategic understanding of the use of digital in combating social exclusion (essential)	A ✓
	K2	An understanding of and sensitivity to the barriers experienced by members of excluded groups in Lambeth (essential)	A ✓
	K3	Knowledge of the communities and neighbourhoods of Lambeth (essential)	A ✓
	K4	Project Management qualification e.g. PRINCE2, APM or Agile (desirable)	
	K5	Work based digital skills e.g. MS teams, MS office email, collaboration tools, cloud file storage (essential)	
Relevant experience	E1	Minimum 2 years' experience in project or partnership management, including managing milestones and deadlines, coordinating stakeholders, communicating progress, monitoring and evaluation (essential)	A ✓
	E2	Experience of partnership working across a range of statutory and community organisations (essential)	A ✓
	E3	Experience of working on a digital inclusion project or tablet loan scheme (desirable)	

	E4	Excellent people management skills to develop trust and successful working relationships with a range of different stakeholders including within the Council, local communities, business partners and local statutory organisations (essential)	A ✓
	E5	Able to conduct basic research and produce clear, concise plans, records and reports in written English (essential)	
Core Behaviours	B1	<p>Communicates Effectively</p> <ul style="list-style-type: none"> Is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation. 	A ✓
	B2	<p>Focuses on People</p> <ul style="list-style-type: none"> Is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. It's about ensuring we have the right processes in place. 	
	B3	<p>Focuses on Results</p> <ul style="list-style-type: none"> Is about ambition and achievement. It's about orienting ourselves towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better 	
	B4	<p>Takes Ownership</p> <ul style="list-style-type: none"> Is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development. 	A ✓
	B5	<p>Works Collaboratively</p> <ul style="list-style-type: none"> Is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results. 	