

	Requirement	Essential	Desirable	Assessed
Knowledge & Qualifications				
1	Applied knowledge of Foundation and Essential Digital Skills	✓		Application & Interview
2	Applied knowledge of online safety and cyber security	✓		Application & Interview
3	An understanding of digital inclusion issues and sensitivity for excluded groups	✓		Application & Interview
Experience				
4	Project coordination and/or management	✓		Application & Interview
5	Volunteer management and safeguarding	✓		Application & Interview
6	Delivering training	✓		Application & Interview
7	Partnership working across a range of statutory and community organisations	✓		Application & Interview
8	Monitoring and reporting processes	✓		Application & Interview
9	Helping people to use digital technology	✓		Application & Interview
10	Knowledge/experience of working with people from a variety of backgrounds including those from disadvantaged groups		✓	Application & Interview
11	Working on a digital inclusion project		✓	Application & Interview
12	Coordinating a tablet loan scheme		✓	Application & Interview
Abilities, aptitudes and skills. You will be able to:				
13	Work collaboratively and in partnership with a range of organisations	✓		Application & Interview
14	Implement project plans to agreed milestones.	✓		Application & Interview
15	Work independently, prioritise your workload and take initiative	✓		Application & Interview
	Review and streamline systems and processes	✓		Interview
	Promote the digital inclusion and digital by default agendas	✓		Interview
	Communicate clearly and engagingly including face-to-face, over the telephone and through digital channels with a variety of service users, professionals and external agencies	✓		Interview
16	Use MS Office, digital communications and social media. Be confident using technology and promoting its use to others	✓		Application & Interview

	Requirement	Essential	Desirable	Assessed
17	Use a range of marketing channels to promote digital inclusion opportunities.	✓		Application & Interview
	Understand digital in its wider context and how it could benefit individuals and organisations		✓	Interview
Personal qualities				
	Passionate about helping people	✓		Interview
	Very organised	✓		Interview
	Able to represent Citizens Online to other organisations and conduct professionally at all times.	✓		Interview
Circumstances				
	Able and willing to work remotely	✓		Interview
	Able and willing to travel in and around England if required (this is unlikely and subject to Covid19 guidelines)	✓		Interview
	Able to work flexible hours if required	✓		Interview
	Driving license holder with car		✓	Interview