

# Economic Development Assistant – Raising Digital Awareness at KS3 (Devon County Council)



**Internal Vacancy Only**

[www.cswgroup.co.uk](http://www.cswgroup.co.uk)

**Full time post: (part time may be considered)**

**Location: Remote Working, Exeter County Hall and Agile – ability to travel as required for delivery of role**

**Salary: £26,357**

**Secondment/Deployment Period: April 2023 to December 2024**

This is a secondment opportunity to be deployed to work within a Devon County Council team.

This role will support the management and delivery of the Raising Digital Engagement at KS3 Programme. Raising Digital Engagement at KS3 is one of three programmes being delivered under the wider LEP Digital Skills Series Programme. Raising Digital Engagement at KS3 seeks to double the rate of the GCSE uptake for digital and ICT-based qualifications across the HotSW LEP geography, Devon, Plymouth, Somerset and Torbay. As an Economic Development Assistant with the Employment and Skills service, the post holder will join a delivery team engaged across a variety of skills delivery activity.

The post holder will be responsible for assisting with the coordination and recruitment of schools into The Raising Digital Engagement KS3 Programme and to support the facilitation of pro-digital activities for KS3, years 7 – 9 that promote and embed the opportunities linked to digital qualifications.

Examples of pro digital activities to be offered under the Raising Digital Engagement KS3 Programme are:

- Design
- Structured coding
- STEM activities
- Workplace awareness activities

You will retain the great CSW package for the duration of the secondment period, which includes:

- 25 days annual leave plus bank holidays
- 3 additional company 'thanks holidays' (normally around Christmas time)
- Birthday leave
- Healthcare scheme
- Generous pension scheme
- Cycle to work scheme
- 1 paid charity/volunteering day

CSW Group are the largest single provider of information, advice and guidance services across the South West region and operate a range of contracts supporting young people to make successful transitions at key points of their lives. This work includes careers guidance services in schools and the community, supporting young people with a range of individual needs including SEND, mental health and those involved in the Youth Justice system, as well as working with those not in education or employment (NEETs) to re-engage them in positive outcomes.

If you would like to apply, please send a declaration of interest to 'recruitment@cswgroup.co.uk' including a covering letter which fully details your experience and how you meet the specification and skills requirement of the role. This will be used in place of a full application pack. Full application packs can be requested if preferred. Additional information may be required in support of the selection process to meet the requirement of DCC.

Details will be made available in alternative formats upon request.

**Vacancy reference: 1196**

**Closing date: Tuesday 7<sup>th</sup> March (12.00 midday)**

**Interview date: TBC**

Through its work CSW Group actively safeguard and promote the welfare of young people and vulnerable adults and all employees and volunteers and others working on behalf of the company are required to share this commitment. Successful individuals will be required to undergo full vetting checks including an enhanced disclosure by the Disclosure and Barring Service.

We are an equal opportunities employer and positively encourage applications from suitably qualified candidates regardless of gender, race, age, disability, sexual orientation, religion or belief.