

Job Title	Economic Development Assistant - Raising Digital Engagement at KS3		
Location	County Hall, Exeter / Agile		
Reporting to	Employment & Skills Manager: Digital and Sector Skills Team.		
Directorate/Section	Economy, Enterprise and Skills		
Effective date of JD	Nov 2022		
Grade	E	Job Number	G.2303-1

Job Purpose:

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

Main responsibilities include but are not limited to:

- To work in partnership with colleagues and external partners to coordinate the promotion and delivery of the Raising Digital Engagement KS3 Programme.
- Develop and maintain programme webpages.
- Develop content for newsletters and press releases.
- Provide administrative resource for the collation and dissemination of programme information.
- Provide secretariat support, arranging meetings and taking meeting notes.
- Using finance system software in order to provide assistance with purchase orders and budget monitoring
- Monitor supplier performance

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Experience	<ul style="list-style-type: none"> • Experience of coordinating and delivering projects, activities and initiatives. • Experience of organising events. • Experience of working with external partners. 		Application and Interview
Practical Skills	<ul style="list-style-type: none"> • Excellent writing/report writing skills • Excellent copy writing and proofreading skills • Demonstrate a high level of teamwork • Ability to use own initiative and prioritise workloads with conflicting priorities • Ability to monitor performance agreements with partners / suppliers 	Leading meetings and managing discussions	Application and Interview
Communication	<ul style="list-style-type: none"> • Good presentation skills e.g. for devising and delivering information to businesses or schools. • Ability to contribute to a team-oriented environment. • Ability to communicate effectively in an appropriate and concise manner both orally and in writing • Ability to fulfil all spoken aspects of the role with confidence and fluency in English 	Confident in presenting information to audiences at all levels	Application and Interview
Personal Qualities	<ul style="list-style-type: none"> • Ability to work accurately under pressure to tight deadlines • Confident, tactful and diplomatic approach to enquiries. • Ability to perform the role with reasonable adjustments 	Ability to learn quickly and be able to apply the new knowledge in relevant situations	Application and Interview
Strategic Thinking	Ability to demonstrate analytical and problem-solving skills.	Ability to demonstrate creative and innovative thinking	Application and Interview
Technology / IT Skills	A good understanding of Desktop applications such as, MS Office (Word, Excel, Outlook, PowerPoint).	<ul style="list-style-type: none"> • Confidence in social media platforms would be an advantage • An understanding of alternative communications methods such as Office 365, SharePoint etc 	Application
Education and Training	Higher National Diploma	Higher education to degree level or equivalent	Application

	(HND) or equivalent experience and/or equivalent qualifications in a relevant area	
Professional Registration		Certificate/Registration
Equal Opportunities	Devon County Council and its staff seek to eliminate discrimination, advance equality and foster good relations.	Demonstrate knowledge at Interview
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary	OH1
Other relevant factors	Commit and conform to DCC Customer Service Standards	

Structure Chart

