JOB DESCRIPTION

Organisation:	**Digital Xtra Fund** (SCIO Registered Number: SC047272)
Role Title:	**Community & Grants Officer**
Salary:	**£27,500 PA** (one year FTC with potential to renew dependent on funding)
Hours:	**Monday – Friday, 09.00 – 17.00** (flexible working is available)
Location:	**Opportunity for Remote or Office-based working (Linlithgow)**
Reports to:	**Partnerships & Development Manager**
Application closing:	**23:59 on Thursday, 28 September 2023**

About the Role

An exciting and unique opportunity is available for a motivated individual to join Digital Xtra Fund as a Community & Grants Officer. The Officer will support grant recipients in achieving their targets, outcomes, and objectives and will explore new opportunities to engage and excite young people in tech. The preferred candidate will have a passion for technology as well as previous experience working with schools or educational organisations or working for a grants provider focussed on young people.

The Officer's main focusses will be to:

i) support grant recipients enabling them to deliver high-quality, extracurricular activities which teach digital skills (i.e., coding, robotics, and games development) and meta-skills (i.e., adaptability, resilience, and creativity) as well as concepts such as ethics of technology and tech for good;

ii) help build a community among grant recipients, the Fund's partners, and other key stakeholders by promoting collaboration and sharing best practice as well as facilitating and managing industry engagement opportunities (both in-person and remote);

iii) help deliver 'Code Like Kids', a new learning and development opportunity from Digital Xtra Fund which engages industry professionals in fun, play-based coding activities. Participants will get hands on with some of the most popular coding devices used by young people while exploring how these platforms relate to the 'real world'.

Digital Xtra Fund is happy to discuss flexible working including working from home, compressed hours, reduced hours, and flexitime.

The role's responsibilities will include, but not necessarily be limited to:

- Help grant recipients achieve their targets, outcomes, and objectives by encouraging partnerships, sharing resources, and highlighting best practice as well as organising one-to-one catch-ups during the delivery period **(25%)**;
- Increase collaboration with the Fund's industry partners by facilitating industry engagement opportunities and supporting the delivery of various 'Code Like Kids' modules **(25%)**;
- Support the Partnerships & Development Manager with optimising the end-to-end delivery of the annual grants cycle including planning, promotion, delivery, evaluations, and reporting **(25%)**;
- Assist with the Fund's marketing and communications channels including social media, direct emails, and newsletters **(15%)**;

- Assist with organising events or similar opportunities with supported initiatives/partners/key stakeholders to facilitate networking and knowledge sharing **(5%)**;
- Explore other opportunities or collaborations which support digital skills for young people **(5%)**

The Community & Grants Officer will ensure grant recipients are well supported throughout the grant delivery period to help increase their effectiveness and success. They will also connect grant recipients with the Fund's industry partners, giving industry experts and young people opportunities to connect in informal and creative settings helping provide context and guidance for the digital skills being learned.

Supporting grant recipients with concepts outwith technical skills is also important. Concepts such as ethics, tech for good, and the value of meta-skills are often missed as initiatives may focus more on technical skills, however, these are arguably just as important when applied to 'real-world' situations.

Reporting to the Partnerships & Development Manager, the role requires a professional individual with the ability to multi-task and maintain strong working relationships with various key stakeholders including:
- Grant recipients
- Industry partners across a variety of sectors but with a common focus on digital tech
- Teachers, educators, and youth workers
- Young people (aged 16 years and under)
- Public Sector organisations (e.g., Scottish Government, SDS)
- Trade Bodies (e.g., ScotlandIS)
- Other organisations currently engaging young people in tech

Required Skills
- Experience working for an educational organisation that actively supports young people; *or* working/volunteering with schools, especially as a teacher/educator; *or* working for a grants provider focussed on young people. This experience would ideally relate to the areas of science, technology, engineering, or maths (STEM), but it is not essential. Key is the ability to demonstrate a passion for helping young people
- Clear and concise communication skills with the ability to relate to a variety of organisations from grassroots community groups, charities, and schools to larger businesses, industry partners or government departments
- Effective administrative and organisational skills including the ability to demonstrate previous experience managing multiple projects
- The ability to work both in a team and independently and capability to proactively take the initiative when required
- Confidence using basic office software such as Microsoft 365 or Google Workspace
- Occasional attendance at events which may occur outwith normal working hours
- Some travel within Scotland will be required

Other Desirable Skills
It would be beneficial if you also possess some or all the following skills, but they are not essential to apply for this role:
- Confidence using digital technologies (especially any coding, robotics, and/or games design platforms aimed at young people)
- Understanding concepts related to digital tech such as meta-skills, ethics, or tech for good

- Knowledge of or experience in the Scottish digital tech sector and/or an awareness of skills policies from the Scottish Government or Skills Development Scotland related to digital tech
- Familiarity of WordPress (or similar web content management system), Mailchimp (or similar email marketing platform), and/or Capsule (or similar CRM system)
- Full UK Driving Licence

Personal Qualities
- Enthusiastic about the importance of STEM education for young people
- Methodical and strategic thinking in approach to work
- Positive and innovative self-starter
- Projects a professional image of the Charity at all times

Benefits
- £27,500 per annum (initial one-year full time contract with potential to renew dependent on funding)
- Flexible working options available including working from home, working outwith normal working hours or reduced hours/days (salary would be prorated accordingly)
- Matched employee pension contributions to a maximum 5% following probationary period
- Onsite parking and gym at main office in Linlithgow
- Holiday entitlement of twenty-five (25) days per year in addition to eight (8) Scottish public holidays

About Digital Xtra Fund

Digital Xtra Fund is the leading Scottish charity supporting extracurricular digital tech activities for young people. We finance and support initiatives which engage and excite young people aged 16 and under with skills such as coding, robotics, games development, cyber, or data science. We believe every young person should have access to fun, innovative, and meaningful tech activities regardless of their gender, background, or where they live as well as an understanding of the range of opportunities these skills provide. The aims of Digital Xtra Fund are to:
- inspire young people to understand and create with technology, not simply use it
- enable exciting extracurricular digital tech activities across Scotland
- engage industry experts with young people to help contextualise digital skills

Digital Xtra Fund was launched in May 2016 before becoming a Scottish Charitable Incorporated Organisation (SCIO) in March 2017 enabling it to work with a wider range of industry partners. Thanks to the generous support of like-minded organisations, companies, and individuals, the Fund has awarded a total of £985,000 to 163 initiatives across the country and helped engage over 52,000 young people in digital technologies since its inception. Summaries of all the previous initiatives and activities supported by the Fund can be found under the Grants tab on the Digital Xtra Fund website.

Addendum 1:
Principal Duties of the Role
- Support for Grant Recipients:
    - Understand the activities being delivered by each grant recipient (around 20-30 grant recipients / year) and suggest opportunities to improve and/or build-on the skills being taught. The Officer will also look to identify any challenges or concerns which may arise during delivery.
    - Gather and collate feedback and engagement data from grant recipients at the midpoint and end of the grant delivery period.

- o Capture and disseminate best practice, resources, and professional learning opportunities from key stakeholders, grant recipients, EdTech providers, or the wider education community
  - o Help grant recipients explore concepts and activities related to digital tech which enable participants to access the digital world knowledgeably and confidently

- Engagement with Industry Partners:
  - o Be proactive and positive in maintaining effective working relationships with key stakeholders
  - o Identify and promote engagement opportunities between Digital Xtra Fund's industry partners and grant recipients
  - o Support industry with strategies and materials to improve the quality of engagement with young people including delivering Digital Xtra Fund's 'Code Like Kids' modules
  - o Track volunteering hours and gather feedback from Digital Xtra Fund's industry partners on the quality and impact of their engagements
  - o Develop and organise any other opportunities to promote increased collaboration and knowledge sharing between industry, grant recipients, and key stakeholders

- Support the Partnerships & Development Manager with:
  - o Organising, planning, and delivering the annual grant awards process
  - o Promoting the grant awards to potential applicants and relevant organisations including Local Authorities
  - o Maintaining regular communication with grant recipients throughout the year to identify any opportunities to support them (see above)
  - o Delivery of external comms/web content
  - o Reporting on annual grants cycle and any other ad hoc work
  - o Contributing towards meetings, presentations, and events as required