

Digital Coordinator

We are excited to be recruiting into our FAST team. As a Digital Coordinator you will be passionate about digital innovation and social impact. You will be part of a dynamic team dedicated to supporting the organisation to improve the lives of young people.

Please find full details of how to apply via our website in the advert below. The deadline for application submissions is 23:59, Thursday 29 June 2023.

We are striving to better represent the young people we support and therefore are particularly keen to increase applications from Black/Black British, Muslim and male candidates as they are currently under-represented in our organisation. We also encourage applications from people with relevant lived experience.

If you need an adjustment to be made to any part of the recruitment process, please let us know as soon as possible.

Who are we?

We are a leading youth homelessness charity based in the Southwest, working with over 1,500 young people. At 1625ip we are driven by Social Justice and Passion: we strive to do something that matters and take pride in seeing the results of our work in social outcomes and improving young people's lives.

What you will be doing:

- Tapping into your previous experience of managing and supporting delivery of projects, you will be coordinating the implementation of our digital strategy.
- Being excellent at organisation and planning, with attention to detail and an ability to manage multiple projects simultaneously and communicate clearly across a large audience, you will collaborate with colleagues at all levels across the organisation to deliver projects through to completion.
- Sharing your knowledge of digital technologies and IT/Software, you will train and coach colleagues to upskill them in the digital areas of their work to enable them to maximise their time support young people.
- Identifying and develop digital projects to support the needs of our young people.

Previous experience of using SharePoint is desirable.

You will be in FAST (Facilities and Systems Team), and your line manager will be our Central Services Manager.

At 1625ip we are led by our Competency Development Framework. This connects our values to our behaviours in everything we do and gives us the tools to develop. The framework ensures our recruitment is better informed, applications and interviews are behaviourally based, and job profiles are developed on the 'how' of a job.

If you have some experience needed for this role plus a load of transferrable skills and you are interested in this role, but you are worried about the application process, please get in touch with us. We encourage you to have an informal chat with the recruiting manager to discuss how your personal or professional experience and skills could be transferred to this role. Details of how you can do that are further down in this advert.

Contract details:

- **Hours per week:** 18.75 (this represents 0.5 FTE). The hours can be flexible around key internal meetings and team days – to be discussed and agreed.
- **Contract type:** Permanent
- **Pay:** £26,357 - £27,852 per annum (pro rata based on 0.5 FTE)
- **The location:** You will be based in Kingsley Hall, close to Bristol's main train and bus stations as well as the vibrant city centre. There is also flexibility and support to manage working from home.

A few benefits at 1625ip:

- A generous annual leave entitlement of 30 days per annum plus all Bank Holidays
- An inclusive organisation, with a culture of mutual respect and care for others (From Colleague Wellbeing Survey 2022)
- Flexible working
- A friendly and welcoming team

Important dates:

- Application deadline closes: **23:59**, Thursday 29 June 2023.
- If you have not heard from us by the end of the day on Wednesday 05 July, please assume that your application has been unsuccessful on this occasion.
- Interviews are on Monday 10 July 2023.
-

Application information:

- To access the Job Pack and submit an application, please visit the vacancy page on our website: <https://tinyurl.com/1625IPDC>
- You will be asked to answer 5 questions at the end of the Word application form. These are required to ensure your application can be shortlisted.
- **Please note the online e-application form cannot be saved so we recommend you prepare your Word application form before you start filling in the e-form.**
- Please get in touch with us if a hard copy of the application form would be preferred. We will organise a time for you to collect it from and return it to Kingsley Hall (our main office in Old Market). An online application will then be created for you.

Contact us:

- To have an informal chat about the role, please contact Natalie Snook: natalie.snook@1625ip.co.uk
- If you have any queries, please email jobs@1625ip.co.uk
- For support with your application should you need it, [Future Bright - WECA](#) provide free coaching.

Equal opportunities for everyone:

We believe those with a criminal record should have an equal chance to become employees or volunteers and encourage applications.

As an organisation who safeguard and promote the safety and welfare of children, young people and adults at risk, any job offer will depend on a satisfactory DBS (Disclosure and Barring Service) check. We comply fully with the DBS code of practice and undertake to treat all applications for positions fairly. For successful candidates with a criminal record, a risk assessment process will take place with the recruiting manager.

We also pride ourselves on being an equal opportunities employer for everyone regardless of age, disability, gender identity, race, religion and beliefs, sex and sexual orientation.

Please see our [Policies](#) section on the website, for further information.

Last reviewed Dec 2022