



## ESF Digital Innovation Coach

**Department** : **Digital Transformation**  
**Reports to** : **Chief Digital Transformation Officer**

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### **Job Purpose:**

To develop and deliver a broad digital training offer to upskill employed and unemployed individuals, enhancing productivity and promoting skills development through the ESF funded Smart Skills project. The training offer will include digital training analysis and one day intensive workshops through to ten-week flexible programmes; taster programmes, workshops, face-to-face, online and blended learning delivery.

To strive to increase the engagement of a diverse range of ethnicities, women and disabled people into digitally focused roles, engaging and enthusing participants into accessing higher level skills and apprenticeships.

To creatively and enthusiastically provide digital upskilling for FE students, HE students and CPD through training sessions, 1-2-1 and small group support, drop-in clinics, master classes and provision of on-line resources.

### **Key Responsibilities:**

- 1) Support employer engagement events/workshops to develop new digital skills provision and employer focussed programmes addressing digital skills gaps.
- 2) Design and deliver learner engagement events/activities to support and encourage students and staff to engage with the project
- 3) Design and deliver digital taster sessions/masterclasses/bite sized modules suitable for employers and individuals unwilling/unable to commit to full programmes.
- 4) Embrace and support emerging learning technologies, by creating bespoke support resources, screencasts, how-to guides and FAQs
- 5) Deliver digitally focused training that will support professional development and enable individuals to progress within their existing organisation or apply for alternative employment



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- 6) Provide advice, support and training, including remotely, on agreed aspects of using Google applications, including specified items among the following: Google for Education, Drive, Classroom
- 7) Attend and take an active part in project and digital team meetings.
- 8) Conduct research into new industrial developments and new educational initiatives, incorporating these into the training offer when required.
- 9) Identify new areas for digital programmes in conjunction with the Digital Transformation Officer, supporting the marketing and promotion of the digital agenda;
- 10) Assist in the recruitment, selection and induction of students.
- 11) Prepare student reports as required by programme organisers and external administrators.
- 12) Ensure that all ESF project targets are achieved, and reported as required in the criteria.
- 13) Maintain student welfare and discipline, providing guidance and counselling when required, including liaison with parents and other sponsors.
- 14) Maintain student registers and absence reports in line with departmental requirements and comply with other administrative procedures and College regulations.
- 15) Develop external contacts to maintain knowledge of industry practice, providing technical advice if appropriate.
- 16) Assist in planning and accompany UK and overseas residential study visits.
- 17) Liaise with Student Services and other sections to progress expertise in student assessment, welfare, attendance, counselling and discipline; contribute to the development of extra-curricular life.
- 18) Liaise with employers, training providers, trade associations, parents and other bodies on student vocational and curriculum issues, developing appropriate two-way communication.
- 19) Undertake such other duties commensurate with the grade of the post as may reasonably be required and you may be required to be trained to administer First Aid.

## **NOTE**

This role profile is intended to provide an overview of the role in the context of the ambition of City College Plymouth. The overview of responsibilities is listed for convenience and is not in any order of priority or significance. It is agreed that the significance of different aspects of the role will vary at different times and that all accountabilities are of potentially equivalent significance.

<b>Post: ESF Digital Innovation Coach</b>		<b>Essential</b>	<b>Desirable</b>
	<b>Qualifications:</b>		
1	Degree or equivalent qualification or equivalent experience in digital skills and/or eLearning and/or blended learning	✓	
2	Teaching qualification		✓
	<b>Knowledge &amp; Experience:</b>		
3	Passion for technology - IoT, gadgets, apps, web applications	✓	
4	Creativity - for designing innovative technological training solutions and toward problem-solving.	✓	
5	An interest in issues relating to teaching and learning.		✓
6	Experience in delivering training to groups and to individuals tailoring the training accordingly.		✓
7	Experience in developing structured eLearning packages		✓
	<b>Skills &amp; Personal Qualities:</b>		
8	Excellent presentation and communication skills, both verbal and written.	✓	
9	Ability to work independently on own initiative and also to contribute as part of a team.	✓	
10	Strong organisational skills.	✓	
11	A commitment to the promotion of equality and diversity and sustainability.	✓	
12	Excellent interpersonal skills.	✓	
13	A commitment to improvement and raising levels of student success.	✓	

### **Role Context**

City College Plymouth expects staff to:

- Work within the context of the College's core values, code of conduct, quality requirements and ethos of continuous improvements.
- Undertake their duties in accordance with College policies and procedures, particularly with respect to:
  - Safeguarding Children and Safer Recruitment in Education, including Prevent;
  - Human Resources policies and procedures;
  - Health and Safety policies and procedures;



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- Equality, Diversity and inclusion policies and procedures;
- The College's policy on the confidentiality of data stored electronically, and by other means, in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Undertake such other duties commensurate with the grade of the post as may be reasonably be required
- You may be required to be trained to administer First Aid.

This Job Description is current at the date shown. It is liable to variation by management, in consultation with you, to reflect or anticipate change in, or to, the job.

Other supporting information can be found on the College's website.

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### **Additional Information**

**Hours of Work** : **Full-time, fixed term for 18 months in first instance.**

**Salary Range** : **£33,349 per annum**

**Salary Scale** : **Lecturer**

**Closing Date** : **Midnight on Monday 8 March 2021**

The project and this job role is part funded by the European Social Fund (ESF) as part of the 2014 – 2020 European Structural and Investment Funds Growth Programme in England.