

Job Title: Digital Community Officer	Location: Llangefni, Porthmadog	Salary Band: SO
Reports To: Anglesey Schemes Senior Manager	Responsible for:	Salary Range: £29,566 - £34,533
Purpose of the Role: Lead, develop and advise on a range of digital schemes across Anglesey and Gwynedd.		
Responsibilities	Skills / Experience	
<p>Main Responsibilities : Identify opportunities to deliver a range of innovative digital schemes (infrastructure, skills, digital inclusion, various technologies), in collaboration with relevant partners and stakeholders.</p> <p>Assist and advise companies and communities on broadband connectivity and, if required/desired, support them to develop and deliver an alternative way of ensuring connectivity (something that isn't offered through the Superfast Business Wales programme).</p> <p>The ability to communicate effectively with a wide range of individuals and provide technical advice to a non-technical audience.</p> <p>The ability to build strong and constructive working relationships with key external individuals/organisations and specialists (e.g. local governments, Welsh Government, Microsoft etc) is essential.</p> <p>Work effectively with staff and external stakeholders to develop LEADER activities and offer guidance in associated areas, such as 'the internet of things' / digital inclusion / coding, etc.</p> <p>Develop positive working relationships with external partners to ensure prosperity and success locally.</p> <p>Offer guidance and ensure digital activities/projects are delivered in accordance with best practice and Menter Môn policies, whilst ensuring compliance with all relevant matters, such as GDPR.</p> <p>Identify various funding sources and support the Senior Manager as and when required.</p> <p>Report on the progress of digital activities to various audiences, such as Senior Managers, Môn & Gwynedd Local Action Group</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Experience and understanding of working in digital innovation • An interest in, and understanding of, local and national digital programmes • An interest in, and understanding of, the availability of broadband locally • A general understanding of IoT technologies and their advantages and disadvantages compared to other current technologies (such as 4G) • Experience of partnership and inter-agency working • The ability to deal effectively and courteously with people at all levels. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of preparing grant applications 	
	Qualifications	
	<p>Essential:</p> <ul style="list-style-type: none"> • Degree or equivalent experience of working in this field 	<p>Desirable:</p> <ul style="list-style-type: none"> • Project management qualification

<p>(LEADER), North Wales Ambition Board Digital Group, as well as funders, as required.</p> <p>Additional Responsibilities and Duties: Confidently lead the company's digital schemes, achieving a positive impact on local digital innovation.</p> <p>Representing the company: The post holder will proudly represent Menter Môn and will work proactively to develop the company's reputation.</p>		
<p>Characteristics</p> <p>These describe the characteristics we expect in an individual in this role.</p> <ul style="list-style-type: none"> • Good interpersonal skills • Responsible • Organized • Flexible • Persuasive, influential and inspiring • Enthusiastic and motivated • Sensitive • Confident 	<p>Other</p> <p>A current driving licence and the ability to travel, as required</p> <p>The ability to communicate confidently in Welsh and English</p> <p>The ability to work unsocial hours occasionally</p>	<p>Essential</p> <p>Welsh Essential – Level 5 as per Welsh Language Skills Guidance</p> <p>Essential</p>