



# PYRAMID

## Autism and Learning Disability Digital Inclusion Coordinator Job Description and Person Specification

Job title	Autism and Learning Disability Digital Inclusion Coordinator
Salary	£28,724 per annum
Hours	Full time (35 hours per week), worked flexibly by mutual agreement. Occasional evening and weekend working may be required.
Terms	Fixed term for 18 months. May be extended, subject to outcomes and further funding.
Location	Holbeck (LS11). Home working available by mutual agreement.
Holiday entitlement	24 days + bank holidays. Additional 1 day per year of service (max 6).
Pension	Access to a workplace pension scheme (Nest) is provided.
Employer	Pyramid of Arts
Responsible to	Operations Manager
Supervisory responsibility	None

### Introduction

Leeds' Autism and Learning Disability Digital Inclusion Network (ALaDDIN) was formed in 2020 as an informal partnership between third sector organisations and Leeds City Council (LCC), with the aim of improving digital inclusion and participation for people with autism or learning disabilities, supporting the ambition to make Leeds the most digitally inclusive city for everyone.

ALaDDIN currently has 20 member organisations and has secured funding from NHS Leeds Clinical Commissioning Group (CCG) for a Coordinator to take forward this work, in collaboration with other digital inclusion initiatives across the city.

### Purpose of the role

To manage and coordinate programmes of activity to accelerate and maximise digital inclusion for people with autism or learning disabilities across Leeds.

### Main tasks

- To work closely with the Digital Inclusion Coordinators at 100% Digital Leeds, ensuring that there are inclusive opportunities available to people with autism or learning disabilities
- To market these projects through outreach work, finding innovative ways to connect with existing and potential users, promoting digital inclusion and engagement with new technologies
- Increase the confidence, capacity and capability of staff, volunteers, carers, organisations and other networks supporting people with autism or learning disabilities to become more digitally included



- Work with partners to identify, reduce and remove the barriers to digital inclusion for people with autism or learning disabilities
- To contribute to the positive promotion and advocacy of digital self-service options available from Leeds City Council and the NHS, and online activities provided by ALaDDIN members and other organisations
- To increase the positive representation of people with autism or learning disabilities online, and use this to encourage others to engage

### **Networking and communication**

- To develop strong working relationships with others working on digital inclusion activities
- To attend a wide range of meetings, representing ALaDDIN and participating in service development initiatives
- To share information and opportunities (funding, equipment, training etc) with ALaDDIN members and other organisations
- To act as Administrator to ALaDDIN and Chair its meetings

### **Training and delivery**

- To coordinate and cross-promote training opportunities for organisations, people with autism or learning disabilities, and their support networks, and identify gaps in provision
- To design and deliver sessions which demonstrate to people with autism or learning disabilities, and their support networks, the benefits of digital services and engagement
- To design and deliver training packages with and for staff and volunteers within ALaDDIN and other organisations, which reflect the ongoing learning and development of best practice in digital delivery for people with autism or learning disabilities
- To design and deliver sessions to a wider audience which demonstrate the barriers to digital inclusion faced by people with autism or learning disabilities, and the work that ALaDDIN and others are doing to overcome those barriers
- To undertake risk assessments and implement safe systems of work when delivering training and awareness sessions

### **Research and Development**

- To keep up to date with national agendas, building on existing services and developing new opportunities in response to Council and Government initiatives
- To identify work already being done by organisations and statutory bodies, in order to maximise complimentary / co-work by ALaDDIN members, and avoid duplication
- Use data and intelligence from multiple sources to assess need and effectively target interventions to increase digital inclusion
- To use a range of devices and software and keep up to date with new technology, knowledge and skills in the digital sphere

**CONTINUES >>**



## General

- To maintain records, monitor and evaluate activities, and regularly report on progress in line with 100% Digital Leeds and CCG reporting requirements
- To carry out any other duties as required, which are appropriate to the nature of the post and its level of responsibility
- To carry out all duties of the post in accordance with Pyramid's Policies and Procedures, with particular reference to Health and Safety, Safeguarding and Equality, Diversity and Inclusion

## Working arrangements

The role involves working within multiple teams, under a matrix management structure (line managed by Pyramid, working closely with Digital Inclusion Coordinators in Leeds City Council and reporting regularly on progress to 100% Digital Leeds, ALaDDIN and other Boards as required).

The postholder must be flexible in working hours (within contracted hours), and work occasional evenings and weekends as necessary. The postholder will be expected to occasionally work at other venues to deliver training and support.

## Person Specification

### ESSENTIAL REQUIREMENTS

Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet the requirements listed below.

Method Of Assessment:    A = Application Form    T = Test    I = Interview    C = Certificate

Skills	
Able to share a passion for digital services	AI
Able to prioritise and make decisions	AI
Excellent coaching and mentoring skills	AI
Excellent communication and presentation skills, with the ability to engage people and present complex issues clearly to a wide range of audiences	AI
Strong organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative under minimal supervision	AI
Enhanced interpersonal skills, able to engage, build and maintain networks, and able to command the confidence of stakeholders in the delivery of digital capabilities	AI



Able to work with services to promote and influence online developments	AI
<b>Knowledge</b>	
Detailed knowledge of key issues, developments and current thinking around digital access, internal and external communications, including policy implications and local procedures	AI
Understand existing and emerging online technologies and identify ways in which they can be exploited to enhance the customer offer	AI
Highly competent in the use of ICT, apps and online services and the benefits for customers	AI
A knowledge of developments in society/government that impact on digital inclusion	AI
Good knowledge of data protection and information governance	AI
Understanding of the barriers to inclusion that marginalised groups experience	AI
<b>Experience</b>	
Developing training materials and delivering training programmes and workshops	AI
Engaging groups and individuals with digital technologies	AI
Experience of working alongside people with autism or learning disabilities	AI
Substantial experience of working with a wide range of digital technologies	AI
Writing reports for discussion at senior service meetings	AI
Experience of managing online content and digital information	AI
Successfully managing projects or programmes of work, setting and monitoring objectives, priorities and targets, using a range of evaluation tools to measure outputs and outcomes	AI
Developing and maintaining excellent working relationships with partner organisations	AI
Methods of marketing and promotion	AI
<b>Values and Behaviours</b>	
Be adaptable and flexible to changes in workloads, locations and hours	AI
Have an enquiring mind, be curious and questioning	AI
Willing to undertake training and continuous professional development in connection with the post	AI
Willing to abide by Pyramid's Policies and Procedures (available at <a href="http://www.pyramid.org.uk">www.pyramid.org.uk</a> )	AI