



## Digital Participation

### Job description

The post of Digital Participation Officer will support the Calman team in enabling young people to engage in our digital skills opportunities, including:

- Enabling young people to participate in producing a regular newsletter showing young people's stories as they progress towards the world of work.
- Collecting and developing marketing content for Calman Trust & our Café Artysans social media profiles
- Liaison with the Calman training team to develop content for Calman social media messaging
- Working with the Calman Digital Skills Trainer to deliver digital skills programmes to young people
- Working with young people coming through the organisation to create engaging blog posts and e-mail campaigns for Café Artysans & Calman Trust
- Monitoring social media profiles

As a member of the Calman team, the post holder will be required

- Respond to colleagues' requests for support
- Participate in team meetings and other relevant meetings
- Act in accordance with all Calman Trust policies and procedures.
- Be an example of good workplace behaviour for young people coming through the organisation
- Undertake such reasonable additional responsibilities as required in support of the aims of Calman Trust

### Person Specification

- IT skills, including ability to use Email, Word and Excel
- Literacy skills
- Communication with young people & staff
- Timekeeping, presentation, reliability, team working
- Ability to follow instruction and willingness to learn