**Application Form B**

## Digital Inclusion and Communications Project Worker

**SECTION B APPLICATION FORM**

**Please see Person Specification - Digital Inclusion and Communications Project Worker**

**Please use this document to give us examples that demonstrate your knowledge, skills and experience relevant to this role. When you give an example of your experience, please tell us:**

1. **What did you do, where and when?**
2. **What happened as a result?**
3. **What knowledge or skills did you use or gain?**

**You can use the same example several times to demonstrate the different skills and knowledge you used.**

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| **Experience** |
| **Experienced, Confident and Capable in a range of IT related skills especially with Google G Suite Administration, multimedia platforms such as Zoom, Google Meet, & WhatsApp.**  Tell us anything about your IT skills, knowledge and experience that is relevant to the job. Give any examples. |
| **Experience of working (or lived experience) with diverse, underrepresented communities/individuals.**  Please give us any examples that demonstrate you would be confident to work with people from diverse backgrounds |
| **WordPress, social media and other digital communications competencies.**  Have you ever been involved in social media campaigns, what skills and experience could you bring this part of the role? |
| **Hardware setup and maintenance skills such as Chromebooks, iPad, PCs, mobile phones, built in data devices & external data device add-ons.**  Do you have experience and feel confident with setting up devices? Can you give us examples? |
| Is there any other experience you think would be relevant to this job that you would like to tell us about? |
| **Knowledge** |
| **Understanding of Digital Inclusion issues and the additional disadvantages faced by people who speak other languages.**  Tell us what your understanding is, and why you think this role is important? |
| **Commitment to Equity, Diversity and Inclusion**  What do you understand SAVTEs values to be about, and do you share them? |
| **Knowledge of GDPR and online safety principles.**  We will train you but if you have any experience or understand the principles - you can tell us here |
| **Skills and Ability -** Please give us any examples that demonstrate your skills and abilities. |
| **Excellent communication skills, patient and supportive approach.** |
| **Ability to work on own initiative to organise, plan and prioritise own work programme, including when under pressure to meet deadlines.** |
| **Creative problem solving approach to work.** |
| Are there any other skills you would like to tell us about that are relevant to this role? |
| **Personal Qualities** |
| **Ability to work on own initiative to organise, plan and prioritise own work programme, including when under pressure and meeting deadlines.**  How do you approach managing your work, as you can see there are lots of different things to do in this role, how do you prioritise, how do you make sure you get everything done? |
| **Good written, oral and interpersonal communication skills for working with learners (speakers of other languages), volunteers, other organisations and the public.**  Can you give an example of when you have used your interpersonal skills to make an impact, resolve a problem or motivate someone? |
| **Ability to work flexibly and enthusiastically within a team and self-motivated to work on own.**  Can you tell us about how you have worked within a team? |
| **Knowledge of and commitment to equity, diversity and inclusion and community development values that SAVTE promotes.**  Can you give an example of how you have ensured your past work, volunteering or other activity has been committed to equality? |
| **Personal Circumstances** |
| **Flexible to work:**   * **possible weekends and evenings (events, volunteer training, meetings)** * **from home, office or in community settings** * **able to travel to deliver devices** |

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| **Please tell us where you first saw this job advertised or heard about it.** |
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**Equal Opportunities Monitoring**, If you are happy to complete this form and have not already done so, we would appreciate the (anonymised) information for monitoring purposes. [SAVTE Equal Opportunities Form](https://docs.google.com/forms/d/e/1FAIpQLScal_AindOUZ1Wr05o3X8iyiT1Mcv_BLvWchqGuFo7KjkgShQ/viewform)

**Thank you for completing this form**

Please return the completed form via email to [maymona@savte.org.uk](mailto:maymona@savte.org.uk)

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