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| **Job Title** | Digital Project Support  |
| **Grade** | Grade 4 (SCP 7 to 11) |
| **Manager** | Digital Lead |
| **Direct Reports** | None |

 **PERSON SPECIFICATION**

The successful candidate should either be educated to graduate level or demonstrate 3 years continuous work history.

**Essential**

1. Be tech-savvy and intuitive with great ideas to reinforce our digital plans.
2. The ability to quickly build and influence relationships, and communicate effectively with, colleagues, and partners.
3. Strong attention to detail with flexibility to adapt to changing workload demands and hours with excellent time management skills.
4. Commitment to read, understand and comply with all policies and procedures relating to information assurance. Including all relevant information laws including but not limited to the EU GDPR, Data Protection Act 2018 and all other relevant national implementing legislation. Where a role is designated a place within the Data Protection Committee, the role holder will be required to perform the additional responsibilities associated with this.
5. An agile and flexible mindset with the ability and aspiration to collaborate with and support colleagues across the organisation.
6. Excellent communication and administrative skills, both written and verbal.
7. Excellent IT, administrative and organisation skills.
8. Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.
9. Excellent time management skills.
10. Flexibility to adapt to changing workload demands and hours depending on the programme of events and activities.
11. Personal commitment to continuous self-development.
12. The ability to accept and understand instructions, both verbally and written.
13. Ability to act on instructions and use own initiative.
14. Self-motivation and personal drive to complete tasks to required time scales.
15. Strong organisational skills.
16. If required, a willingness to consent to and apply for an enhanced disclosure check.

**Desirable**

1. An interest in sport, leisure, health and physical activity would be beneficial, but not essential.

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Through personal example the post holder should show an open commitment to ensure diversity is positively valued, resulting in equal access and treatment for all in employment, service delivery and communications.

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment, to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.