Person Specification – Digital Inclusion Assistant	
Criteria	**Essential / Desirable**
• Educated to Higher grade or equivalent	E
• ECDL or equivalent IT qualification	D
• Minimum 2 years experience of applied use of Microsoft packages	E
• Sound working knowledge of IT systems and hardware	E
• Excellent organisational and administrative skills	E
• Excellent written and verbal communication skills	E
• Experience of working with community groups	D
• Experience of providing IT training	D
• Experience of working with volunteers	D
• Enthusiasm for IT and its potential to change lives for the better	E
• Confident and self-motivated	E
• Creative and able to produce relevant marketing materials to help develop the service	E
• Well organised and able to work without close supervision	E
• Commitment to equal opportunities	E
• Willingness to work flexible hours in response to organisational needs	E
• Clean driving licence	D