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| **Job title:** | Black Country Community Digital Engagement Officer |
| **Location:** | Active Black Country Office Neville House, Halesowen, B62 8HD and home working  Role to cover two out of the four following Local Authority areas of   * Wolverhampton * Dudley * Sandwell * Walsall |
| **Contract:** | 18-month fixed term contract. |
| **Salary:** | £30k a year |
| **Hours of work:** | 37.5 hours per week |
| **Reporting to:** | Digital Inclusion lead, supported by the ABC Ltd’s Active Communities Strategic Lead |

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| **Purpose of the role**   1. Development of community organisations that are confident and competent in using digital technology. 2. Support residents to make it easier to find and access physical activity opportunities online. 3. Ensure organisations are supported around digital inclusion. 4. Further develop knowledge, understanding, and awareness of open data and its benefits to Black Country residents. 5. Utilise the platform to share best practice and learning across the Black Country. 6. Influence future physical activity, health and wellbeing agendas and create positive change in communities. 7. Ensure that community voice is captured and utilised at all stages of development and support 8. Connect and collaborate with key community engagement roles across the Black Country, such as Public Health Development Officers. 9. Develop positive relationships with all stakeholders. 10. Implement a digital inclusion operational plan. |
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| **Specific duties**  **Co-ordinate and manage the delivery of Project outcomes:**   * + Work with the Active Communities Strategic Lead, communities, and Black Country residents to understand needs and training requirements.   + Build relationships with partners, community organisations and provide support to integrate physical activity content on the Black Country Moving Platform.   + Implement a programme of Digital Literacy Workshops to improve digital skills for Black Country Community Organisations and residents.   + Work with training providers to incorporate where possible, the practical use of the Black Country Moving platform.   + Oversee the uploading of permanent assets, facilities, and venues onto the platform.   + Work with the Digital Inclusion Lead to improve the wayfinding experience of the platform, developing content with community organisations and residents.   + Collaborate with community organisations to promote further opportunities.   + Contribute to the production of all reporting for project steering group meetings.   + Promote opportunities to encourage people to be active and raise awareness of accessibility to local services that support active lifestyles.   + Collect and collate data, including case studies which will support the Learning and Outcomes Framework.   + Share learning across the Black Country.   + Implement the marketing and communication strategy for the project.   + Support the management of the project budget to ensure robust and accurate financial management in line with the budget profile and agreed targets.   + Utilise available tools and resources to enhance support to community organisations and Black Country residents.   + Maintain ABC stakeholder database. |
| **General duties** |
| * Manage and contribute to the project steering group and work harmoniously with colleagues and external partners, supporting others in their work. * Understand and promote the priorities, activities and best interests of the project. * Achieve agreed performance targets. * Treat with confidentiality information about any organisation, its staff, trustees, or clients that is sensitive, personal, or private. * Cover the work of colleagues during holidays or absences. * Adhere to all relevant Active Black Country Limited policies and procedures at all times. * Travel to all parts of the Black Country as appropriate to deliver the role. * Work flexibly and be available for occasional out-of-hours working (including evenings, weekends, and bank holidays) as appropriate. |

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| **Person Specification** |
| **Essential Criteria**   * Experience of building positive relationships. * Experience of working with community organisations. * Experience of project management, including financial management and reporting. * Experience of developing and delivering effective training sessions to a varied audience, in community settings. * Experience of developing successful partnerships and networks by bringing individuals and organisations together. * Excellent all round communication skills, including writing and the ability to motivate and influence others. * Ability to effectively prioritise work and meet agreed deadlines. * Ability to work independently or as part of a team. * Good computer literacy, including Microsoft Office software. * Knowledge and understanding of open data and data practices. * Knowledge and understanding of data protection, safeguarding, and health and safety. |
| **Other requirements**  The work with partners and community organisations requires a degree of flexibility and the role will occasionally require work out of normal office hours including evenings and weekends. |

**Last updated:** 10.06.25