

JOB DESCRIPTION

National Digital Projects Lead



About the National Care Forum (NCF)

We are the leading voice for the not-for-profit adult social care sector. We bring together over 170 of the UK's leading social care organisations who: support more than 220,000 people in 8,300 settings, employ 117,000 staff and 14,000 volunteers, and deliver more than £2.2 Billion worth of social care and support.

This role reports to: Director of Digital Transformation

Location: Coventry Hybrid working available, working base can be at the Head Office in Coventry or home based. If homebased, there will be a requirement to attend 1 day bimonthly meeting at Head Office in Coventry. Additional travel throughout the country and overnight stays may also be required.

Contract: Permanent / Full Time: 37.5 hours a week.

Salary: £38k

About the role

The National Digital Projects Lead is a key delivery role within the NCF. You will lead on the delivery of a number of national digital projects which support the digitisation of the adult social care sector. Current national projects include the Digital Leadership Programme, the Care Technologist Training project and provision of a regional co-ordination role for the Better Security Better Care programme in both the North West and South East regions. You will also lead on the delivery of additional digital projects within the NCF.

What you will be doing in this role

- Deliver a number of national digital projects which currently include the Digital Leadership Programme, the Care Technologist Training project and the regional co-ordination role for the Better Security Better Care programme in the North West and South East regions.
- Providing online training courses to a diverse group of people working in adult social care.
- Working with our Digital Skills Development Lead
- to review and improve curriculum content and delivery of learning based projects
- Provide robust project management, with responsibility for monitoring, reporting and evaluating projects.
- Working with project partners and funders to facilitate and strengthen project deliverables.
- Engaging with our members, partners, and other interested groups to understand the fast-changing digital needs in social care. Also look for new ideas and projects that can improve these services through technology.
- Staying up to date with policy and regulatory expectations/requirements around the digitisation of adult social care.
- Staying up to date with emerging technology and digital systems relevant to the adult social care sector.

- Regular scoping and identifying potential funding opportunities to secure funding for additional digital projects and completing relevant bid applications
- Working with the wider NCF Team to ensure that digital projects are embedded across the full range of NCF activities.

The skills we will be looking for

- Strong project management skills.
- Ability to facilitate and coordinate meetings and/or workshops with a range of stakeholders.
- Ability to successfully deliver training programmes, both online and face to face.
- Ability to work in partnership with a range of stakeholders to strengthen and facilitate project deliverables.
- Strong organisational skills with the ability to manage time, competing pressures and conflicting priorities.
- Research and analytical skills.
- A confident IT user who has experience using Zoom and Microsoft 365's Outlook, Excel, SharePoint, Teams and Forms.
- Ability to work as a member of a range of in person and virtual multi-disciplinary teams.

The desirable skills you might have

- Knowledge of digital technologies in care.
- Knowledge of the ethical implications of technology in care.
- Detailed understanding of the adult social care sector.
- A training qualification.