Getting Oxfordshire Online

Temporary Project Manager

Background, approach and desired outcomes

The challenge/need

- Around 34k–43k people in Oxfordshire are not online.
- Nationally, 34% of children aged 5–16 do not have access to their own device.
- COVID-19 and the lockdown have made clear the disadvantage arising from not being online for older people, school children and working-age adults.

Our vision for 'Getting Oxfordshire Online'

"Everyone in the county will be able to get online to do the things they want and need to do by the end of 2025."

Oxfordshire Community Foundation (OCF) is initiating a new collaborative project that will get more people online by refurbishing devices, unlocking more data and connectivity, and upskill beneficiaries. It will mobilise local charities, businesses, public sector and individual volunteers through a cross-sectoral, collaborative approach that builds on our experience from our Strategic Programmes.

Overall approach

1. Build the refurbishment capacity
2. Build a donations pipeline
3. Develop affordable solutions for data access and connectivity

- Underpinned by a cross-sectoral steering group
- Funding, resources and capacity from government, philanthropic and in-kind donations
- Lessons and approach developed in Oxfordshire but applicable nationally (and internationally)

Desired outcomes in the first six months

By June 2021:

- We will have a plan in place for the successful roll-out of 'Getting Oxfordshire Online'.
- The plan will have the full support of all key stakeholders.
- We will have the resources in place, including people and funds, to launch the project.

We are looking for a project manager to take ownership and lead the development of 'Getting Oxfordshire Online' through to June 2021.

The role: key objectives and deliverables

1. **Establishing good governance**

- Developing, convening and supporting a steering group

2. **Developing the plan and programme**

- Appropriate research and feasibility assessment e.g. refurbishment capacity, equipment donation pipeline etc.
- Partnerships
- Funding, incl. a 'case for support'

- Impact: scoping a plan/model for impact measurement, evaluation and reporting
- Programme design and planning: costs, resources, phases, timings etc.
- Other: to be agreed
3. **Stakeholder engagement and comms**
- Internal (OCF) and external
- Regular communications across a variety of platforms/channels
- Reporting to key stakeholders as appropriate

Mindset, skills, experience and qualifications

We are looking for somebody who:

- Is aligned with and supports the values of OCF, and is motivated to make a sustainable difference by helping people to get online, both within Oxfordshire and beyond
- Is able to build effective, collaborative working relationships with a range of stakeholders
- Can work independently, remotely and to a deadline
- Has understanding and experience of:
  - o Developing business cases and plans
  - o Programme design and development
  - o Stakeholder engagement and comms
  - o Impact measurement and reporting
- Ideally has an understanding of the issues relating to digital exclusion, digital poverty and the challenges of supporting people from diverse groups to get online
- Can demonstrate appropriate project management and IT skills
- Is 'at home' in the social enterprise/charity environment.

Terms and conditions

- Reporting to and working with the CEO
- Six-month contract commencing asap, with potential for extension
- Full time preferred but part-time hours possible; secondment possible; flexible working, home working
- FTE annual salary £40,000
- 3% Employers Pension Contribution
- A three-month probationary period
- Full-time employees are entitled to 25 days' holiday in addition to the bank and public holidays (currently eight each year); part-time employees accrue holiday on a pro-rata basis
- Office location is 3 Woodin's Way, Oxford OX1 1HD, although travel across Oxfordshire, and less frequently to London and nationally will be required. Currently our team is working primarily from home due to COVID-19.

Applications to be made to recruitment@oxfordshire.org to include a CV and cover letter of not more than two sides length demonstrating how you meet the key competencies set out above.

Deadline for applications is 30th November 2020, with interviews to be held on Monday 7th December and a preferred start date of January 2021.