

# **APPENDIX 1**

## **inDigiMOB DIGITAL TRAINING COORDINATOR JOB DESCRIPTION AND DUTY STATEMENT**

### **Job Description**

The inDigiMOB Digital Training Coordinator is a key role in the implementation of the inDigiMOB project. The role involves fostering community ICT capacity building (digital skills, knowledge and awareness) through a network of remote Indigenous trainers known as inDigiMOB Digital Mentors, as well as supporting a network of community organisations who host or otherwise participate in the program.

The primary work of the inDigiMOB Digital Training Coordinator involves:

- Training and mentoring remote Indigenous community based inDigiMOB Mentors in the provision of digital literacy skills to community members;
- Co-training with community based inDigiMOB Mentors to support development of skills and confidence as needed;
- Supporting community organisations participating in the inDigiMOB project with program implementation and monitoring;
- Ongoing creation and enhancement of digital training and awareness raising resources.

Other work the inDigiMOB Digital Training Coordinator may be involved with includes:

- Negotiating, managing and monitoring partnerships with community and other organisations to facilitate the delivery of the inDigiMOB project.
- Supporting partner organisations and community members in identifying, developing, delivering and evaluating training, digital skills development and digital awareness activities with community members.
- Assisting with identifying and problem solving technical issues in relation to accessibility and affordability.

**Duties under this contract include:**

1. Coordinate and deliver (or co-deliver) training and ongoing professional development for inDigiMOB partner workers and program participants.
2. Monitor and support the delivery of community based digital projects and activities by inDigiMOB workers and host organisations.
3. Report on training/activity participation, Digital Mentor development, and other relevant program matters to contribute to program monitoring and evaluation.
4. Manage partnerships and relationships with community organisations and other stakeholders to facilitate inDigiMOB project delivery.
5. Design, develop and continuously improve inDigiMOB training materials and digital resources (with other project staff).
6. Liaise closely with Project Manager, other Project Coordinator/s, IRCA staff and contractors, and program delivery affiliates to ensure a coordinated and collaborative approach.
7. Be responsible for the appropriate use and safe maintenance of project facilities and equipment.
8. Be responsible for the appropriate use and safe maintenance of vehicles.

**Other occasional duties under this contract may include:**

9. Coordinate specialist skills workshops with other contracted trainers.
10. Work with the inDigiMOB Project Manager and project team in the identification of additional inDigiMOB communities, stakeholder organisations and inDigiMOB Mentors for future years.
11. Collate stakeholder reports on participation and activity outcomes.
12. Work with inDigiMOB Project Manager and project team in data collection and project evaluation as needed.
13. Any other lawful and reasonable duties as directed by IRCA staff and contractors.