

## Exciting Digital Inclusion Opportunity

If you are passionate about digital inclusion, community empowerment, and experienced in project management, we encourage you to apply for this rewarding opportunity.

Together, we can bridge the digital divide and create a more inclusive and connected Te Moana a Toi ki Tahu-Makaka-Nui (Western Bay of Plenty).

The Digital Inclusion Program needs a passionate and experienced project manager who can bring industries, businesses, councils, and community providers together to bridge the digital divide and reduce disadvantages of the most digitally-excluded individuals and communities. We are seeking a well organised, self-motivated person to establish the Program, and work continuously with whānau/ household, community and business key stakeholders, to achieve desired results.

Fixed term for 12 months for 24 hours a week at \$50 per hour. Continuation will depend, in part, on how successful the incumbent establishes and coordinates the program, and secures future funding.

Must be able to travel throughout the Western Bay of Plenty, with own car.

Please apply via Seek. [Applications close Sunday 27 August 2023](#)

Digital Inclusion Coordination (WBOP)			
Reports to:	Digital Inclusion Steering Group		
Accountable to:	Poutiri CEO		
Number of direct reports:	nil		
VISION			
<p>This is your opportunity to develop a Western Bay of Plenty-wide Digital Inclusion Program to be successful, equitable and future focused. The Program is a shared opportunity for industries, businesses, councils, and community providers to bridge the digital divide and reduce the disadvantages experienced by the most digitally-excluded individuals and communities. Must be able to travel throughout the Western Bay of Plenty, have own car and be able to confidently self-manage and work continuously with whānau/ household, community and business key stakeholders, to achieve desired results.</p>			
Pono	Manaakitanga	Aroha mai aroha atu	Whanaungatanga
<ul style="list-style-type: none"> <li>✓ Integrity</li> <li>✓ Responsible and accountable, follow through</li> <li>✓ Drive for positive change &amp; digital inclusion</li> <li>✓ Sustainability</li> </ul>	<ul style="list-style-type: none"> <li>✓ Uplift or aki the mana of others</li> <li>✓ Act of service</li> <li>✓ Equitable access to bridge digital divide</li> <li>✓ Hand up not hand out</li> <li>✓ Mana to Mana practice</li> </ul>	<ul style="list-style-type: none"> <li>✓ Relationships are key</li> <li>✓ Collective, principled action</li> <li>✓ People before profit</li> <li>✓ Collective contribution</li> <li>✓ Industry &amp; community partnerships</li> </ul>	<ul style="list-style-type: none"> <li>✓ All people, whānau whānui, diversity</li> <li>✓ Whānau, hapū, iwi</li> <li>✓ Weaving together for best outcomes</li> <li>✓ Sharing of strengths, expertise to enable digital inclusion</li> </ul>

## OVERVIEW

We are seeking a highly motivated and passionate Programme Coordinator to lead the design and implementation of a digital service programme in the Western Bay of Plenty. As the Coordinator, you will be responsible for establishing a community-led digital inclusion program, and fostering partnerships with community and industry stakeholders, and the infrastructure and sustainable funding pathways for its future continuation.

This 12-month fixed-term contract position presents an exciting opportunity to make a significant impact in bridging the digital divide and empowering communities within the Western Bay of Plenty. This role is funded by Poutiri, to work across key WBOP organisations and will report to the WBOP Digital Inclusion Steering Group.

## RESPONSIBILITIES

- Develop and implement a community-led digital inclusion program
- Forge strong community and industry partnerships to ensure a sustainable approach to reducing inequities.
- Collaborate with multiple funders to secure a sustainable future for the Western Bay of Plenty.
- Create products and services that promote positive attitudes towards digital inclusion and nurture a culture of digital empowerment.
- Engage with communities to identify and address specific needs and challenges related to digital inclusion.
- Empower participants by providing the necessary support and resources to achieve self-sufficient digital inclusion.
- Develop a sustainable and flexible program that can cater to a variety of needs and support participants, including how to support move off the program with digital capability and resilience.
- Ensure the program is easy and low resource for Community Providers to engage with, and comfortable and culturally aligned for each participant.
- Promote responsible disposal of e-waste and contribute to environmental sustainability, and attract businesses to donate laptops and PCs due for disposal
- Strive to provide equitable access to digital inclusion and reduce disadvantages for the most digitally excluded individuals and communities.
- Write and secure multi-funders for the future financial sustainability of the program.

## KPIs

- Establish workplan by Sept 2023
- Secure at least 5 industry and business contributors
- Establish internal and external communications
- Establish training program(s) for program
- Establish sustainable solution to IT support needs
- Pre-test program with 5 participants from Sept 2023
- Launch full program Jan 2024
- Support at least 3 community partners to assist 75 high-needs households in 2023-2024 year
- Secure additional funders for sustainability of the program from 2024-onwards

## QUALIFICATIONS AND SKILLS

- Bachelor's degree in a relevant field (e.g., computer science, social sciences, community development) or equivalent practical experience.
- Proven experience in project management and program coordination, preferably in the field of digital literacy, community development, or related areas.
- Strong understanding of digital technologies, internet connectivity, and digital skills development.
- Demonstrated ability to engage and collaborate with diverse stakeholders, including community groups, industry partners, and funders.
- Understanding of how to work with Māori key stakeholders, and community providers to establish a program with equitable engagement and participation.
- Excellent communication skills, both written and verbal, with the ability to tailor messages to different audiences.
- Ability to lead and facilitate consultations and workshops to gather insights and drive decision-making processes.
- Experience in project management, including planning, implementation, and evaluation.
- Knowledge of the local context and unique community needs within the Western Bay of Plenty will be an advantage.
- Commitment to equity, inclusivity, and social impact.