

Project Assistant

The Digital Life Skills Company (DLSCo) is seeking a proactive Project Assistant to work collaboratively with our team on an exciting and vital project with the goal of transforming how we educate the “Google it” generation in UK schools.

The Digital Life Skills Company is a social enterprise – our mission is to empower children and young people to make sense of online information. Put simply, we give them the skills to access reliable information online and avoid being misled.

We are embarking on a co-design project, funded by the Paul Hamlyn Foundation, to identify a solution to embed these essential digital information literacy (also known as media literacy) skills into schools.

The Project Assistant will ensure the smooth running and efficient administration of the project (adapting to the changing situation in light of Covid-19 as necessary) working alongside the Project Manager and Co-design Researcher. This will include coordinating school outreach and engagement, scheduling sessions, conducting research, and raising the organisation’s profile on social media.

The successful candidate is likely to be able to fulfil the role remotely, although they may need to be open to attending some meetings in person when appropriate and if required. Occasional weekend or evening work may be required.

Key tasks include:

1. Support Project Manager and Co-design Researcher to deliver project
2. School/network outreach and engagement
3. Co-ordination of research sessions
4. Digital marketing support
5. Gather feedback and collate data
6. Promote/publicise project output
7. Monitor budget and ensure resources are used efficiently.

About you

We are looking for the following experience, skills and abilities:

Essential:

- Solid experience conducting administrative tasks and co-ordinating projects
- Excellent verbal and written communication and interpersonal skills
- Excellent organisational skills
- Keen attention to detail and aptitude for problem-solving
- Experience of project and budget management
- Excellent digital skills including experience with Microsoft Office
- Genuine enthusiasm for the project aims
- Ability to work flexibly and efficiently
- The ideal candidate will be resourceful, proactive and collaborative.

Desirable:

- Experience gathering/collating audience data
- Digital marketing experience
- Working knowledge of digital communication/sharing tools
- Some knowledge/understanding of digital information/media literacy
- Experience working in schools/education and/or with children and young people.

Successful candidates will be required to:

- Demonstrate they are allowed to work in the UK
- Hold public liability insurance of a minimum of £5 million
- Be willing to travel (if required and appropriate) in order to meet stakeholders, participants and project team (n.b. it is anticipated that this project will be largely, if not entirely, conducted remotely)
- Hold a DBS transferable disclosure at enhanced level (this can be undertaken via DLSCo if necessary).

Terms

A Contract for the Services specified will be drawn up to run from July to November at a fee of up to £2,150 depending on experience (inclusive of VAT, exclusive of reasonable expenses – to be agreed in advance with the Project Manager).

Staged fee payments will be agreed at the time of contract and will be in line with review dates for stages of the work.

The fee has been calculated on the basis of 0.5-2 days a week, though it is understood that the time commitment will vary throughout the contract.

Should any HR issues arise they should be passed swiftly to the DLSCo HR lead.

How to apply

Please supply a CV with covering letter to info@digitallifescills.org.uk by Sunday 21st June.

You will receive an acknowledgement of receipt.

To find out more, contact info@digitallifescills.org.uk.

Interviews for shortlisted candidates are expected to be held w/c 29th June. These will be conducted remotely.