

Job Description

Job Title:	Digital Engagement Volunteer
Reports to:	Digital Engagement Officer
Salary:	Volunteer Position
Hours	2-3 days a week depending on availability
Location	Working from home (organisation-wide policy due to COVID-19)
Length of contract	Minimum of three months with possibility for extension.
Key Contacts	External Engagement Team

About the Role

THET is looking for a Digital Engagement Volunteer to join our External Engagement Team. You will be joining THET at a very exciting time of growth for the charity, as we look to build and develop digital transformation within the organisation.

The role is ideal for a person who wants to gain experience in the international development sector, specialising in digital trends and technology. THET is a friendly, innovative, medium-sized charity which occupies a very distinctive place at the interface between the NHS and health services across Africa and Asia.

You will work within a small and dynamic team to help THET build and flourish in the virtual space. This position will have a valuable impact on the charity's future identity as we look to diversify both our internal and external practices.

About THET

Today, one billion people will never see a qualified health worker in their lives.

Since 1988, THET has been working to change this. From reducing maternal deaths in Uganda to improving the quality of hospital care for injured children in Myanmar, we work to strengthen local health systems and build a healthier future for all.

We do this by leveraging the expertise and energy of the UK health community, supporting Health Partnerships between NHS institutions, Royal Colleges and academic institutions in the UK and those overseas.

In the past ten years THET has reached over 100,000 health workers across 31 countries in Africa, the Middle East and Asia in partnership with over 130 UK institutions.

THET has country offices in Ethiopia, Myanmar, Zambia, Tanzania, Uganda and Somalia/Somaliland. Our team in the UK office is composed of Programmes, Grants, Communications and External Engagement and Policy and Learning teams as well as Finance, and Operations.

You can learn more about our work on [our website](#).

Job Purpose:

This role will allow THET to build on its work in the new digital age and its development as a leader in digital transformation. You will assist in:

- Rolling out THET's new Digital Transformation policy
- Developing internal processes and assisting various teams in their digital interventions.
- Working with external partners on various projects across the Health Partnerships sector.

Key responsibilities

The successful candidate will be expected to perform the following tasks:

1. Assisting the Digital Engagement Officer and External Engagement Team on all digital projects within the organisation.
2. Engage in stakeholder analysis, product testing and training for THET staff on digital trends.
3. Identify areas of improvement for THET to develop from a technical standpoint.
4. Help to maintain current systems and improve processes.
5. Assist health partnerships in bespoke digital project work.

The role will have a significant product development component, with a focus, as outlined above on technologies to support THET, our overseas offices and external partners in their projects.

What THET offers

This role offers the ability to work on innovative digital projects with external partners such as **Bill & Melinda Gates Foundation, Health Education England and NHS England** to work on solutions at the forefront of modern technology. Key trends you will be involved in include:

- Big Data
- Analytics
- Mobile app development
- Low-code development platforms
- Data protection and cyber security

Furthermore, the role also offers:

- Opportunities to gain experience in the non-profit / international development sector.
- A full induction, with ongoing support and supervision throughout your time at THET.
- Access to internal THET learning zone with free training and development offers shared.
- One-to-one career sessions.
- Valuable exposure to the work of THET in the UK and around the world.
- A great opportunity to develop your existing skills and to gain new ones.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A Bachelor's Degree in a relevant discipline (or equivalent experience in a relevant area) 	

Experience	<ul style="list-style-type: none"> • Experience in digital project work 	<ul style="list-style-type: none"> • Experience in development of technical projects from start to end. • Experience in international development or non-profit sector. • Experience in product testing • Experience in product manual creation
Knowledge	<ul style="list-style-type: none"> • Knowledge of basic project management • Knowledge of the principles of 'Tech for Good' 	<ul style="list-style-type: none"> • Knowledge of Agile methodologies • Knowledge of HTML
Skills	<ul style="list-style-type: none"> • Strong product development skills • Excellent communication skills (written and oral) • Intermediate level of Microsoft 365. • Excellent attention to detail and good record-keeping skills. 	
Values	<ul style="list-style-type: none"> • Motivated, self-starter, can-do attitude. • Flexible and adaptable • Intercultural sensitivity and awareness. • Ability to work independently. • Commitment to THET's values and aims. 	

Conditions of Employment

Hours: Part-time – 2-3 days a week depending on availability

How to apply

Please email your CV (maximum 2 sides of A4) and a covering letter (maximum one side of A4) to ciaran.barbour@thet.org. Any applications exceeding these parameters will not be considered. Please explain in the cover letter your experience in specified areas and your motivation for applying for this role.

Closing date: Applications will be reviewed on a rolling basis.



1 Wimpole St
London W1G 0AE
Tel | +44 (0)20 7290 3891
Fax | +44 (0)20 7290 3890
Email | info@thet.org

Applications will be considered on a rolling basis and applicants will be contact within two weeks of submission if successful for a short interview.

Non-EC nationals will require current and valid permission to work in the UK.