****

**ICT Strategy and Policy Development**

**Internship Vacancy**

**JOB ROLE:**

* Review the use of current ICT systems and practices within the organisation
* Explore alternative forms of ICT usage including greater use of social media.
* Create a social media usage policy
* Provide Internal and external communications policy
* Provide evidence-based recommendations

**Implementation of a social media strategy**

The organisation requires an intern with knowledge and experience of using social media effectively to devise a social media strategy within Apex Scotland. This would include researching all forms of current social media and any forms that are about to come on stream in the near future. It would also include a rationale for a preferred social media/s option, a full cost analysis and a training needs analysis for staff members.

Anticipated outputs would include:

* Identification and analysis of different forms of social media relevant to its effectiveness in the organisation’s business environment
* A training programme for staff

Anticipated outcomes include:

* An identified social media platform that takes account of the needs of the organisation
* Apex Scotland using social media to best effect and adhering to all legal requirements, e.g. communications act, data protection act
* Apex Scotland staff confident and competent in the use of social media

**E communication system**

Apex Scotland has multiple sites throughout Scotland and requires a platform for effective communication with, and between staff. It also requires to safely communicate with partner organisations, sharing data safely and securely. The system should also be capable of hosting E learning modules for staff development.

Anticipated outputs include:

* Analysis of current model of E communication within the organisation to test its effectiveness and to ensure it meets all legal requirements
* Comparison of competitors use of E communications with particular emphasis on use of E learning
* Road testing and recommendation of alternative E communication system after analysis of functionality for Apex needs
* Cost/benefit analysis
* Policy and procedure for use of preferred system
* Training programme for staff

Anticipated outcomes include:

* Apex has in place a fit for purpose E communication system that is easily understood and effectively used by staff
* The organisation can safely and securely share information with partner agencies
* A significant proportion of workforce development is completed on-line which will cut down on staff travel and time out of the office
* Contributes to Apex target to reduce its carbon footprint

**PERSON SPECIFICATION:**

**Essential:**

1. Comprehensive knowledge of all forms of ICT-based packages including Office 365
2. Ability to communicate with those that are not ICT literate
3. Good communicator
4. Ability to work on own initiative
5. Reliable

**Desirable:**

1. Experience of working with CRM databases
2. Ability to travel to other Apex units if required
3. Willingness to learn new skills
4. Good presentation skills

**ORGANISATION PROFILE:**

Apex Scotland is the leading employment and training organisation specialising in work with offenders, ex-offenders and young people at risk.

The organisation has a strong team support ethic and we have been singled out for praise by investors in people (a status we have held for well over 20 years) and was ranked as one of the 10 best places to work in Scotland.

This project/work has been funded with the support of SCVO’s Business Growth Graduate Internship programme funded through the European Regional Development Fund (ERDF), Scottish Government and Creative Scotland.

**APPLICATION NOTES:**

Applicants for these opportunities must be:

* Unemployed and have a claim for out-of-work benefits and not currently on the Work Programme/Work Choices
* Aged 18 years and over
* Hold an HND (Scottish Credit and Qualifications Framework (SCQF) Level 8) or above
* To apply for an internship:
* You need to speak to your Jobcentre Plus Advisor who can check your eligibility and give you an Eligibility Referral form
* Complete an Internship Application form (available on this website)
* Submit both these forms to Apex Scotland Head Office, 9 Great Stuart Street, Edinburgh, EH3 7TP. Copies can be emailed to [hr@apexscotland.org.uk](mailto:hr@apexscotland.org.uk), however original eligibility form will be required to be sent to the address above.
* Please note that Employers will **not** consider any applications which are not accompanied by an original Eligibility Referral Form

Further details on Internship Vacancies can be found at:

http://www.scvo.org.uk/jobs-employability/business-growth-internship-vacancies