

## Activating Regions: Project Delivery Manager Brief

### Overview:

FutureDotNow is seeking project management and project delivery expertise to deliver a digital skills programme in a region of the UK; building a blueprint for how this is done, and how the impact can be tracked.

FutureDotNow is a charity and business coalition working to accelerate the essential digital skills of working age adults across the UK. There are currently c11.8 million people without the [essential digital skills for work](#), classified as the Hidden Middle. FutureDotNow is helping business to understand the issue, build collective action, and drive change so that working age adults are equipped with at least the essential digital skills for life and work.

FutureDotNow has funding from the Accenture Global Grant to understand the role improving EDS can play in delivering local economic growth.

### Aim of the project:

This project will take the form of a deep dive IN PARTNERSHIP with a Combined Authority (CA) to:

- **build understanding** of the 'hidden middle' impacts on local economic growth and prosperity strategies.
- engage business and other partners to **identify and agree key actions** and initiatives to positively impact basic digital capability and confidence of working age adults in the locality.
- take action to **accelerate basic digital capability and confidence of their employees and the wider community, inspire business and other partners** in the locality, starting with closing the Top 10 digital skill gaps and using the FutureDotNow 'personas' to inform wider action. Be part of the FutureDotNow community.
- **creating opportunities** to upskill around the top 10 most lacking digital skills in the workforce working age adults that ultimately benefit the individuals in life and work over the longer term.
- With the final aim for the project to **build understanding of the barriers and support** needed for business to act to improve the opportunities for working age adults and marginalised groups to be more digitally confident and capable.

It is designed to act as a pilot that creates an initial 'blueprint' that describes what it takes to have an impact on this issue, in a way that other regions and local groups can use to drive action on the essential digital skill gap. The project should take place from November to April 2023.

### The project managers key responsibilities will be to:

1. To reach agreement on accountabilities across the project. **Agree shared goals with the CA and identify and deliver on FutureDotNow specific goals** that will allow us to evidence the impact of our contribution to CA in closing the gap on the top 10 most lacking digital skills in the workforce.
2. Work with the assistance of FutureDotNow to provide insight to the CA and other partners on how best to deliver a series of local round tables and action planning sessions to deep dive into specific regional needs. Support them to a **collaborative approach** to targeted basic digital upskilling action.
3. Be FutureDotNow's representative in the working group in supporting the development of a **regional action plan** to accelerate building basic digital skills within adults of working age over a set timeframe, starting with the Top 10 essential digital skill gaps and utilising the FutureDotNow personas.
4. Identify and report on **recommendations for future activity, including what has worked and why and, importantly, what has been unsuccessful**. This will act as a blueprint for FutureDotNow to work with other regions to continue to advance strategies to build basic digital confidence and capability in working age adults around the UK.

**Skills desired:**

- Excellent verbal, written and inter-personal skills. A confident and engaging presenter
- Excellent project management skills, well organised, with attention to detail but also able to see the bigger picture.
- A bias for action, confident taking initiative whilst also keeping aligned with stakeholders.
- Experience of Teams, Word, PowerPoint and Excel.
- Ability to work on your own initiative, meet deadlines and organise workload, manage time and budget.

**How we'll work with you:**

- Jo Osborne, the FutureDotNow Lead, will be the primary point of contact and will provide oversight of the work, make connections, review work products, and answer any questions.
- A structured meeting and communication cadence will be agreed with you and set in place by the FutureDotNow Lead.
- Meetings will be conducted virtually via Microsoft Teams or another online meeting platform. There may be opportunities for a face-to-face meeting as part of the project if appropriate.
- Relevant documentation will be shared, which will include: FutureDotNow's Strategy, the grant application, member tools including the Playbook and Directory. In addition to this, further documentation can be discussed and agreed with the FutureDotNow Lead.
- In collaboration with you, the FutureDotNow Lead will identify relevant stakeholders and coalition members and make the necessary introductions.
- FutureDotNow takes a collaborative and hands on approach with their work and would expect this from any commissioned project delivery activity.
- Any IP created as a result of this work will be owned by FutureDotNow.

To express an interest and find out more about the project, please email [jo.osborne@futuredotnow.uk](mailto:jo.osborne@futuredotnow.uk).

- An informal, online meeting will be scheduled between 04/10 – 07/10/22. This will be an opportunity to discuss your interest and experience and ask any clarifying questions.
- If, following this call you wish to apply to take on the project, we'll ask you to submit a formal proposal in writing.

Your formal proposal should evidence:

- How you will approach the project; detailing intended process, key phases, expected activities. *Total marks (40%)*
- Approximate budget breakdown within the overall budget provided below. *Total marks (15%)*
- Your track record in delivering projects that involve several organisations, including how you have built clarity and consensus around a shared plan of work, and how you have held teams to account for delivery, your style of working. *Total marks (20%)*
- Expertise and track record of working in the public sector, private or 3<sup>rd</sup> sectors and cross-sector partnership and collaboration. Any experience of delivering digital skills, employability, adult, and online learning programmes is welcomed but not essential. *Total marks (15%)*
- Proven ability to plan and deliver the collaborative projects to a high standard, on time and within budget. *Total marks (10%)*

**Further information:**

- Budget, £250 per day up to £22,000 (which will include all four phases of work)

- Timescales:

Date	Time split	Activity
03/10/22		Deadline for expressions of interest
04/10 – 07/10/22		Informal expressions of interest meetings held
14/10/22		Deadline for proposal submission
18/10/22		Approval of winning proposal
18/10 – 28/10/22		Contracting phase and completion
31/10/22		Proposed project commencement
November '22	c. 10 days	Phase 1: Planning
Dec '21 / Jan '23	c. 20 days	Phase 2: Project preparation
February '23	c. 20 days	Phase 3: Project delivery and tracking
March '23	c. 10 days	Phase 4: Completion of evaluation and impact tracking

Given there will be a number of organisations involved, we would ask for a degree of flexibility over the project preparation and delivery phases, as these phases will rely on other parties to be available, which experience tells us can often take longer than anticipated.

### **Background:**

*FutureDotNow was setup in 2019 and is a charity and business coalition working to accelerate the essential digital skills of working age adults across the UK. There are currently c11.8 million people without essential digital skills for work. FutureDotNow is helping business to understand the issue, build collective action, and drive change so that working age adults are equipped with the essential digital skills for life and work.*

*The pandemic has pressed the fast forward button on digital transformation for business. Digital is a primary tool in connecting colleagues and customers, enabling business growth, innovation, and transformation. Now more than ever business needs to support the development of essential digital skills across their workforce to be competitive in today's market.*

#### *Some key facts:*

- *More than two-thirds of all workers (68%) would benefit from growing their basic digital skills. And they're at every level, from the C-suite to the shop floor.*
- *More than a third of workers (36%) are not meeting the minimum requirement when it comes to digital at work – they're completely missing digital skills that the Government has deemed as essential for work.*
- *Almost one in every ten people currently in the workforce (8%/2.4m) are missing fundamental skills needed to do the basics like connecting to the internet and using a browser.*
- *The FutureDotNow coalition consists of over 180 organisations from across the UK, members include London Heathrow, Salesforce, Microsoft, Network Rail.*
- *The Board is currently made of up 7 organisations: Nominet, PWC, Good Things Foundation, Accenture, BT, Salesforce and Lloyds Banking Group.*
- *Membership is free; on sign-up organisations are asked to pledge and commit to 4 clear actions to support digital upskilling in their organisation and the wider coalition.*

#### *Key documents:*

- *The [‘hidden middle’ report](#). This report explores several factors that could be enhanced through increased essential digital skills.*
- *[Unpacking the Hidden Middle](#). This report delves deeper into the hidden middle report and explores*

*the top ten most lacking skills in the UK workforce and draws out 4 personas that help business to identify where support might be needed.*

- *In our [2021-22 Annual Review, 'Collective action for a digital world'](#), we look at post-pandemic data, and present a 'state of the nation' for workplace digital skills, reflecting on the huge impact Covid-19 has had on digital habits, and the work still to be done.*