



<b>Job title</b>	Digital and AI Development Officer
<b>Salary</b>	Grade 5 (£40,617 to £45,131) pro rata
<b>Duration</b>	Two years fixed term
<b>Hours</b>	28 hours per week (0.8 FTE)
<b>Location</b>	This post is based in our Glasgow or Edinburgh office. SCVO staff work a blend of office and home on agreement with their line manager, and within the parameters of our Blended Working policy.

## 1 Purpose and values

SCVO believes the voluntary sector is vital to Scotland's economy, society, and democracy. We support the sector to achieve its ambitions through delivering services, giving the sector a voice at a national level and promoting and supporting innovation and improvement. Our vision therefore is a thriving voluntary sector at the heart of a successful, fair and inclusive Scotland. We champion the role of voluntary organisations in building a flourishing society and support voluntary organisations to do work that has a positive impact. Our values are the foundation of how we act individually and collectively as SCVO staff members. We are: accountable and committed, responsive, supportive, progressive and bold.

## Equality, diversity, and inclusion at SCVO

SCVO is committed to building a workforce of people from a wide range of backgrounds, perspectives, and experiences. That means a workforce that includes people of different age groups, socio-economic backgrounds, faith and beliefs. People who are trans, disabled, from minority ethnic backgrounds. People who identify as lesbian, gay, or bisexual or another sexual orientation. We welcome applications from individuals from all communities particularly from people with disabilities and people from ethnic minority backgrounds, currently under-represented within SCVO. We share our interview questions in advance of interview, and we offer blended and flexible working from day one of employment, including part-time working or job sharing as well as other flexible working options.

If you would like a copy of SCVO's equality, diversity and inclusion policy, please contact [hr@scvo.scot](mailto:hr@scvo.scot).

## 2 Job context and purpose

SCVO's digital team has been working for around a decade to accelerate the adoption of digital and technology across the Scottish voluntary sector. About 1,200 organisations engage with our programme each year, accessing a mixture of training and events, 1-to-1 support and in-depth guidance on a range of topics.

We provide accessible expertise so that charities of any size can make sense of digital and technology and make the most strategic choices to grow their capability. We've recently won recognition for our leadership and guidance on responsible AI adoption. We are now seeking another team member to help us deliver more support in this area.

The purpose of this post is to provide support, training, advice and tailored digital content to enable charities to make strategic use of digital and technology, especially AI tools and platforms. This role involves both creating and improving SCVO's content, and sourcing and signposting to relevant third-party content. With sustained interest in AI in the voluntary sector, this role will have a focus on helping charities make sense of AI and how this fits within a wider approach to digital strategy.

## 3 Key accountabilities

The post holder will be responsible for:

- Designing, developing and delivering accessible expert training sessions on a range of digital topics, including AI
- Hosting and organising events, both online and in-person, including identifying and securing speakers
- Producing content for the SCVO website, including blogs, video clips and written guides
- Together with the digital evolution manager, seeking out appropriate partnerships
- Contributing to continuous review and improvement of SCVO digital services such as the digital checkup
- Contributing to the wider work of the SCVO digital evolution team, including planning and reporting

## 4 Values, skills, experience, and knowledge

In this role, you will demonstrate the following range of skills and experience on a regular basis:

**Essential:**

Knowledge

- The importance of digital evolution for the Third Sector, and the impacts for organisations and individuals.
- Specific knowledge of how responsible AI adoption could help charities increase their capability and further their missions
- Digital technologies, tools and approaches relevant to third sector organisations.

Experience of

- Delivering a change project taking into consideration digital technologies.
- Supporting organisations to understand the potential and limitations of AI tools and systems.
- Developing, organising and delivering events ranging from training seminars to conferences.

Skills

- Working alongside organisations to identify and tailor support to their needs.
- Communicating technical information clearly and effectively to a wide range of people, including non-technical audiences.
- Planning and delivering presentations confidently and clearly online and in person.
- Creating engaging online content to build and grow an online audience.

Values

- Ability to uphold SCVO's values and principles, and contribute to an inclusive working environment, striving for environmental sustainability.
- ability to work within our [Customer Service Charter](#)

**Desirable:**

- Experience of delivering a digital change project.
- Knowledge of project management approaches, including working in an agile manner.
- Ability to work successfully with a multi-organisational team based across a range of locations.
- Experience of the Scottish voluntary sector



## 5 Other duties

Carry out any other relevant general duties as required by your manager.

## 6 Location/Accountability

Glasgow or Edinburgh. This role can be undertaken with a mix of office and home working on agreement with your team and manager, and within the parameters of our Blended Working policy. Travel within Scotland will be required.

You will report to John Fitzgerald, Digital Evolution Manager.

## 7 SCVO salary scale

SCVO's salary scale has six increments. Appointments are made on the 1st increment. Staff move up an increment on an annual basis (unless you are involved in formal disciplinary or performance management proceedings).

## 8 To apply

Please e-mail your application to [recruitment@scvo.scot](mailto:recruitment@scvo.scot) by 12 noon on the closing date.

Closing date: Sunday 21 June 2026

Interview date: Monday 29 June 2026

## 9 Major terms & conditions

A full package of terms and conditions is available. Key features include:

Salary: Grade 5 (£40,617 to £45,131)  
(appointments are made on the 1<sup>st</sup> increment)

Annual leave: 33 days plus 6 public holidays per annum pro rata

Pension: SCVO offers a Defined Contribution Pension Scheme to  
Employee contributions are 6% or 3%, SCVO contributes 9% or  
4.5%. A salary exchange option is available.

Probationary period: 6 months

Hours: 28 hours per week, 0.8 FTE (flexible working options are  
available)