BizEd Projects CiC

Volunteer Digital Skills Tutor - Job Description

|  |  |
| --- | --- |
| Role Title | Volunteer Digital Skills Tutor |
| Purpose of the role | To provide digital skills support for adults, over the age of 18, to help them understand and develop their IT skills with self-confidence in areas such as:* Using laptops, tablets and mobile phones
* Basic internet use, including browsing, searching and internet safety
* Email set up, use of social media
* Accessing public and health services
* Online banking, bill paying and shopping
* Downloading and using Apps
* Creating and storing documents
 |
| Skills, experience and qualities needed | * Patience, kindness, good communication skills and a willingness to share knowledge
* Basic computer skills and the ability to explain technical terms in plain language
* A friendly manner, able to encourage and motivate
 |
| When and Where | 29 Green End, Whitchurch, ShropshireTuesday and/or Wednesday mornings from 10:00 to 12:00. Any additional help would also be appreciated.  |
| Support offered | Full training will be given, with full supervision during a 4-week trial period (if required). Initially you will be supported by the Project Manager, then following a review you will be allocated a point of contact to support your volunteering at BizEd Projects CIC. |
| What could you get out of it? | * Gain experience of planning and delivering IT learning support
* Valuable experience for job applications and CVs
* Increased self-confidence and social connections
* Appreciation from those you help in your local community
* Opportunity to learn new skills or support on other projects
* Being part of a friendly, experienced and well connected team, who are passionate about supporting people
 |
| What to do if you’re interested | Contact Vicki Ayton or Laura Scotland at info@bizedprojects.com, drop in or call 07774692151 |