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, Shropshire  Tuesday 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](mailto:info@bizedprojects.com), drop in or call 07774692151 |