

Location: Service Users Homes

Role: IT Home Tutor

What your responsibilities will be:

To provide basic information technology training to the project's clients in their own homes.

What you will need to be able to do:

- ✓ Tutor people on a one to one or small group basis
- ✓ Complete paperwork as required
- ✓ Collect money if required
- ✓ Use a variety of IT equipment from laptops to tablets
- ✓ Keep online records of attendees

This role requires an enhanced DBS check

How much training and how long it will take?

All volunteers are required to complete the following online training before they start volunteering: and to undertake ongoing training in their role.

- Health & Safety in the Workplace
- Manual Handling
- Information Security
- Fire Safety Awareness
- Personal safety
- Safeguarding Awareness
- Dementia Awareness
- Equality & Diversity
- Working with Display Screen Equipment

To complete the mandatory training takes approximately 5 hours over 3 weeks

What qualities you will need:

- ✓ Honesty
- ✓ Reliability
- ✓ A clean and presentable appearance
- ✓ A pleasant, polite and confidential manner
- ✓ Good communication skills and the ability to tutor
- ✓ Knowledge of IT and various packages
- ✓ Ability to work on own initiative

Please see overleaf for more information



Things you MUST agree to:

- ✓ Comply with Age UK Blackburn with Darwen policies at all times, especially those regarding Equal Opportunities, Health & Safety and Confidentiality
- ✓ Undertake required mandatory training, provided by the organisation to comply with current legislation
- ✓ Participate in volunteer reviews
- ✓ Keep your manager informed when you are unable to attend or of other things that affect your volunteering i.e: health conditions

Fundraising - As a local independent charity, fundraising is vital to the continuation of our local services for older people. There are lots of ways of supporting us through helping with bag packs or bucket collections, delivering posters, helping at events, undertaking sponsored activities, sharing our social media posts, donating to and buying from our Charity Shop in Darwen. All volunteers are asked to support us in this way.

Last reviewed September 2022

Next review due September 2023

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