

Role: IT Tutor

Location: King Street or Outreach

What the role entails:

To provide basic information technology training to the project's clients, at King Street and at various outreach sites, on either a one-to-one or small group basis.

What you will need to be able to:

- ✓ Tutor people on a one to one or small group basis
- ✓ Complete paperwork as required
- ✓ Collect money as required
- ✓ Use a variety of devices such as mobile phones, tablets, and laptops

Time Commitment required:

This role is suitable for short term volunteering

How much training and how long it will take?

All volunteers are required to complete mandatory online training before they start volunteering – this can take up to 5 hours

There is also additional training required for this role

The qualities you need for the role:

- ✓ Honesty
- ✓ Reliability
- ✓ A pleasant, polite and confidential manner
- ✓ Good communication skills and the ability to tutor
- ✓ Knowledge of a variety of mobile phones and tablets
- ✓ Ability to work on own initiative

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 annual volunteer reviews
- * Keep your manager informed when you are unable to attend or of other things that affect your volunteering i.e: health conditions

Please see overleaf for more information

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.

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