

Volunteer Role Description

ROLE: **Digital Champion Volunteer**

ROLE PURPOSE: To engage older people with using Digital Technology IE surfing the net, emails, social media, Skype etc and/or teach basic computer skills in a range of community settings, in a group or on a 1:1 basis.

ACCOUNTABLE TO: Digital Champions Project Manager

TASKS AND ACTIVITIES

- 1. Engagement** To engage older people in Digital Technology by demonstrating things they might enjoy on a tablet
- 2. Events** To arrange and/or support Digital Inclusion events in the local community
- 3. Teaching** To teach basic computer skills to older people either in small groups or on a 1:1 basis
- 4. Training** To participate in Digital Champion On-Line training modules

To undergo appropriate training as required
- 6. Working practices** To become familiar with all Age UK Leicester Shire & Rutland policies and practices as described in the Volunteers Handbook

The tasks and activities listed are intended as a summary and may be varied from time to time in consultation with the volunteer concerned.

The role description is intended to clarify the tasks and activities of the volunteer and is for the benefit of all concerned. It does not form the basis of a contract of employment.

SKILLS AND EXPERIENCE

Essential

1. Experience of using a PC, Desktop, Tablet or Smart Phone.
1. Patience, judgement, and a sense of humour
2. Good personal presentation and hygiene
3. Ability to deal with the general public
4. Good communication skills
5. Honesty and Integrity
6. Ability to engage with others

Desirable

1. Genuine regard for people of all ages and abilities
2. Team working skills
3. Good numeracy and literacy skills
4. Previous experience in IT
5. Previous experience in teaching or mentoring

Working Pattern:

There is no regular commitment required.
The number of days and hours will be negotiated
between the volunteer and line manager/supervisor.

- A volunteer is someone who provides **unpaid** support to Age UK Leicester Shire & Rutland
 - Full training will be provided where necessary
 - Travelling expenses will be reimbursed