



ROLE DESCRIPTION

IT Activities Volunteer (in person)

Responsible to:	Service Manager.
Time Commitment:	Minimum of 2-3 hours per week.
Location:	Various locations across Sandwell

About the Service

Age UK Sandwell provides a range of activities across the Borough to support people to build social connections and maintain their independence. Groups include activities such as bowls, gardening, chair-based exercises, IT clubs and walking groups.

We are looking for reliable and confident volunteers to support our expanding IT activity groups and help older people in Sandwell learn digital skills which interest them. This can range from using email or Skype to safely shopping online or using Facebook.

Travel expenses will be paid – expenses form to be completed monthly

About the Role

IT Activity volunteers will be responsible for facilitating the weekly activity group for older people. Specific tasks may include:

- To undertake Age UK Birmingham and Age UK Sandwell induction programme and additional relevant training where required
- To prepare any resources and equipment required to deliver the group.
- To help promote the group and encourage attendance from older people in the community.
- To set up the venue for the purposes of the activity.
- To facilitate activity sessions on a regular basis as agreed by the service manager.
- To keep a record of attendance.
- To report any concerns to the manager of the service.
- To attend team meetings/ supervision when required.
- To follow Age UK Birmingham & Sandwell Policies & Procedures



Personal qualities and skills most suited to this role

- Good listening and communication skills essential
- Good IT skills
- Patience and tact
- A caring, sympathetic, sensitive manner and a non-judgemental approach.
- Commitment to understanding the needs of people older people
- Reliable/dependable/flexible
- Have a positive outlook and be committed

Time commitment

To allow time to set up and clear away after the activity we recommend a minimum of 3 hours commitment per week to run the activity group.

Activity Groups are delivered during office hours, Mon-Friday 9am – 5pm

A DBS check is required for this role

Contact

0121 437 0033

volunteering@ageukbirmingham.org.uk

Or download an application form

<https://www.ageuk.org.uk/birmingham/get-involved/volunteer>