

Digital Skills Volunteer

Organisation Name: Advice NI

Organisation Overview: Advice NI is a registered charity with headquarters in Belfast. The organisation provides support to 70 plus member organisations who all deliver free, confidential, impartial and independent advice on a range of topics such as benefits, employment, housing, debt and more.

Role Title: Digital Skills Volunteer

Responsible to: Laura McDonald, Volunteer Coordinator

Travel and Expenses: Advice NI courses are run at various locations across Northern Ireland. Out of pocket expenses will be reimbursed in line with the Advice NI's Travel and Expenses policy.

Closing Date: 5th February 2020

Summary of Role:

Advice NI hope to recruit Digital Skills Volunteers from across Northern Ireland including the Larne, Carrickfergus and Ballymena areas.

Volunteers will facilitate and assist in the delivery of digital skills courses, specifically for adult beginners. The courses will help learners acquire IT skills and digital capability. Participants will also gain the skills they need to become regular, confident, capable and safe users of digital technology.

Skills and Qualifications:

Personal Qualities (Essential):

- Both computer & tablet literate
- Good communication skills
- Able to provide a regular commitment
- Respectful of participants and able to show an interest
- Can use own initiative
- Work within team environment

Training and Support:

Advice NI will provide all necessary training including the following:

- An induction to the organisation
- Ongoing training and support as required and opportunities to meet with staff members and other volunteers
- On-going support

Benefits to the Volunteer:

Volunteers will have the opportunity to:

- Gain new skills and experience

- Gain experience in delivering training
- Meet new people

Contact information

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Volunteer Coordinator

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