Advice NI

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**www.adviceni.net**

**Volunteer Digital Skills Champion**

**Organisation Name:** Advice NI

**Organisation Overview:** Advice NI is a registered charity founded in 1995. The organisation provides support to 70 members to deliver advice in line with the seven principles of advice, accessible, free, confidential, effective, accountable, impartial, and independent. Advice is provided on a range of topics such as benefits, employment, housing, debt and consumer issues. Advice NI as an organisation itself also delivers a range of advice services directly to the public including debt and money, tax and benefits, EU Settlement Scheme and business debt. We operate throughout Northern Ireland.

**Role Title:** VolunteerDigital Skills Champion

**Responsible to:** Anne Rice, Digital Inclusion Coordinator

**Travel and Expenses:** Out of pocket expenses will be reimbursed in line with the Advice NI’s Travel and Expenses policy.

**Summary of Role:**

Advice NI hope to recruit Volunteer Digital Skills Champions from across Northern Ireland.

Volunteers will facilitate and assist in the delivery of digital skills courses, specifically for adult beginners and particularly older people. 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.

Volunteers in pairs willdeliver 5-8 ICT training sessions (course duration will vary depending on the skills and needs of the group). Each session will last approximately 1 ½ hours) and will facilitate 5-10 participants. The courses will be delivered in community settings including supported living schemes. Courses will be delivered either face to face or via Zoom.

Volunteers will be expected to have access to Wi-Fi. Advice NI can loan equipment if required.

**Skills and Qualifications:**

Personal Qualities (Essential):

* Both computer and tablet literate
* Good communication skills
* Able to provide a regular commitment
* Respectful of participants and their needs
* Can use own initiative
* Can work within a team environment
* Confident delivering training via zoom and face to face

**Training and Support**

Prior to becoming a Digital Champion, Advice NI will provide all necessary training including the following:

* An induction to the organisation
* A ‘Train the Trainer’ six-week course (one hour per week) – (Ongoing training and support as required
* Opportunities to meet with staff members and other volunteers

**Benefits to the Volunteer:**

Volunteers will have the opportunity to:

* Gain new skills and experience
* Gain and enhance experience in delivering training
* Gain experience volunteering with a charitable organisation;
* Have the satisfaction of knowing you are making a vital difference to the community.

**The application procedure is as follows:**

* Expression of interest
* Registration Form
* Informal interview via zoom
* Two references
* Settling in period
* Relevant checks