

Advice NI

**T 028 90 645919**

**www.adviceni.net**

**Digital Skills Volunteer**

**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 operates throughout NI and 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.

**Role Title:** Digital Skills Volunteer

**Responsible to:** Anne Rice, Digital Inclusion 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 Advice NI’s Travel and Expenses policy.

**Summary of Project:**

Advice NI is seeking to recruit volunteers from rural communities to deliver on a LINK funded project. LINK operates a cash machine network in the UK and is committed to maintaining and improving access to cash in the UK. As part of LINK's access to cash activities LINK wishes to support and encourage digital inclusion in the UK, including through initiatives with selected groups and individuals.

**Summary of Role:**

Volunteers working in pairs will facilitate basic digital skills courses, specifically for adult beginners, focusing on cash users living in rural areas. These face-to-face courses will run for 5 weeks with each session lasting approximately 90 minutes. The courses will help learners acquire IT skills and digital capability. Participants will gain the skills they need to become regular, confident, capable, and safe users of digital technology.

**Training and Support:**

Advice NI will provide all necessary training to volunteers including the following:

* All volunteers will undertake OCNNI Level 2 Digital Champion ‘Train the Trainer’ programme – this will run over 5 weeks and delivered via Zoom; each session will be approximately 90 mins.
* Volunteers will receive an induction to the organisation.
* Volunteers will receive ongoing support as required.
* Volunteers will have the opportunity to meet with staff members and other volunteers.

**Delivery timeframe:**

It is envisaged that volunteers will complete OCNNI Level 2 Digital Champion ‘Train the Trainer’ programme during January/February 2024, and it is expected that they will roll out courses in local rural communities during the months April – June 2024.

**Personal qualities and skills required for the volunteer role (essential):**

Volunteers must:

* Be both computer and tablet literate.
* Have good communication skills.
* Be able to provide a regular commitment.
* Be respectful of participants and their needs.
* Be able to use own initiative.
* Be able to work within a team environment.
* Be confident in delivering training.

**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
* Relevant checks
* Settling in period

**Contact information**

Please contact Laura McDonald (Volunteer Coordinator) for a registration form or to find out more about the role on Tel: 02892448277 or Email: [laura@adviceni.net](mailto:laura@adviceni.net)

Closing date for registrations is Monday 11th December 2023