



# IT Tutor Volunteer role

## **Aged 18 or over and I.T. Confident?**

Share your skills with the community teaching Women at WAND UK in West London.

Our mission is to respond to local needs and for everyone to be able to participate fully in their local community.

Our IT classes are based on a 4-week course for 1 day a week (Monday) IT support session, will be accessible to women who are based anywhere across London.

We are recruiting people who are **aged 18 or over** to volunteer to teach classes for older women and to provide one-to-one IT support sessions. These classes and sessions will take place at our office in St. Charles Centre for Health and Wellbeing, London.

## **Volunteer IT Tutors**

We are looking for volunteers who can:

- Commit to a minimum of 5 hours, once a week
- Contribute to planning the content of the computer classes together with the project leader
- Attend a training day
- Deliver two 2hour class IT/Computer once a week – the classes will be delivered in to 2 slots with up to 10 participants, 5 participants to each class
- Contribute to monitoring the project – keeping registers, facilitating service user feedback and completing volunteer feedback forms.

## **IT Support**

To members who regularly use computers for a variety of purposes, for example: accessing zoom, using smart phone, sending emails, social media, and research. IT Support will provide one to one individually personalised support to enable members to get the most out of their computer use and to help when they experience problems with tasks they are trying to complete. We are looking for volunteers who can:

## **Volunteer Qualities**

Following skills, attitudes and personal qualities will be essential for the role:

- Confident using computers
- Reliable
- Able to treat people with dignity and respect at all times
- Able to maintain confidentiality
- A flexible approach
- Good communication and listening skills
- Patience and a caring nature
- Non-judgemental
- Able to maintain boundaries
- Able to work within WAND UK's policies and procedures, in particular its Health & Safety and Equality and Diversity policies.

To volunteer with WAND, you must also be willing and able to attend supervision meetings when required and seek advice and support when needed. Supervision will be provided as flexibly as possible to fit in with volunteers' busy lives.

The role is a part time 4 hours a week 6 months commitment. It will be a remote role with visits to the office when requested. You will have to be available to attend team meetings every month, these are usually on a second Tuesday of every month but may be subject to change.

Volunteers will receive training and induction, supervision, day to day support

Expenses/travel reimbursed against receipts" if applicable.