

CLASS
Volunteer Role Description



Role Title:	Digital inclusion volunteer (Women of Wythenshawe)
Responsible to:	Operations Manager
Where (Location):	Manchester
Time commitment:	1-4 hours of informal digital skills support to women community leaders per week depending on availability.
Role description:	You will help leaders affiliated with the Women of Wythenshawe network to develop confidence and skills in using digital devices and technology for community action.
Main tasks:	<ul style="list-style-type: none"> • Provide informal, tailored, one-to-one support to one or more woman community leader per week • Work with them to identify which skills to learn or strengthen • Work with them to assess and report back on progress
Required skills, qualities and experience	<ul style="list-style-type: none"> • Patience: Have you ever helped a parent or grandparent to learn to use a tablet or a laptop? If you have the patience to do this, you will be ideal for the job! • Good verbal communicator: You will be providing tailored one-to-one support to people who may be beginners with digital technology. You will need to be a good communicator, able to explain practical tasks clearly, taking a step-by-step approach. • Reasonable ICT skills: You do not need to be an IT expert. If you make regular use of email, web-browsing, and video-conferencing software; MS Office and windows explorer file systems; and cloud storage systems like G:drive; you will have the necessary experience for sharing with others.
Training and support available:	<ul style="list-style-type: none"> • Induction to CLASS and Women of Wythenshawe including health & safety, data protection, safeguarding, and our code of conduct • Regular supervision and support
Any other Requirements	<ul style="list-style-type: none"> • Application form • Two references
Date role created:	March 2023