**IT Support Volunteer**

**Responsible to :** Kerry Dalgliesh – IT instructor

**Hours available:** Any amount of time between 10am- 3pm (Monday – Friday)

**Purpose:** To assist service users to practise and master computer skills within the Independent Living Centre

**Summary of duties**

To support service users learning to use computers/tablets/smartphones including:

* Practise in using the mouse and keyboard
* Specific packages, e.g. Word
* The internet
* Emails/Outlook
* iPad’s and tablets
* Smartphones
* Using apps to support daily living and independence
* Using smart Assistants such as Amazon Echo and Google Home

The volunteer will be working one to one or in small groups, with the support of an IT instructor.

**The Role**

The role requires someone with intermediate computer skills and good communication. A friendly approachable manner is essential, as are reliability and a commitment to confidentiality.

As an IT volunteer you will gain experience of working with visually impaired people, as they grow in confidence with their computer skills.

A DBS disclosure is a requirement for this role.