

Role title: Area Organiser

Supported by: IT Can Help Chair and Management Group

Location: Home based with travel within the Area

Time commitment: Flexible, but on average one day a week

Main purpose:

To liaise with the IT Can Help Management Group, develop and maintain the IT Support Network across the counties that make up the Area, and support the County Co-ordinators in the Area.

Responsibilities:

These can be expected to include -

- Working closely with the IT Can Help Management Group and the County Co-ordinators to promote and develop the IT Support Network
- Recruiting and supporting County Co-ordinators and, in particular, assisting in identifying prospective clients and IT Support Volunteers
- Interviewing prospective IT Support Volunteers for suitability in the absence of the County Co-ordinator
- Allocating client referrals to IT Support Volunteers in counties temporarily without a Co-ordinator and arranging cover when County Co-ordinators are temporarily absent
- Maintaining records of activity
- Promoting IT Can Help throughout their area

Visiting clients to provide computer assistance is an optional part of the role.

Requirements:

Skills: Good communication, interpersonal and presentational skills; Sound administrative, organisation and management skills, including those of co-ordinating people and activities and maintaining records; Facility with IT and computers, with, ideally, some relevant experience.

Qualities: approachability, sensitivity, consideration, discretion and diplomacy.

Other: internet access; email; own transport.

Reimbursements:

The work is unpaid but travel and other expenses incurred on behalf of IT Can Help will be reimbursed in accordance with its standard mileage rate or on production of receipts.

Though visiting clients is not an essential part of the Area Organiser role, the applicant will be subject to an Enhanced Disclosure check by the CRB.