

Area Organiser Voluntary Role – Central West

ITCanHelp is a network of volunteers with IT skills who provide free assistance to disabled people in their homes. This vacancy is for an Area Organiser for the Central West area.

ITCanHelp is structured as follows:

- a. IT Support Volunteer: visit clients (disabled people) in their own homes and at other locations.
- b. County Co-ordinator (CC): recruit, co-ordinate and support the IT Support Volunteers within their County. They also visit clients in conjunction with IT Support Volunteers or independently.
- c. **Area Organiser (AO):** develop and maintain the network across several counties and support County Co-ordinators in their area. They also liaise with Steering Group.
- d. Steering Group (SG): manages the programme and comprises 12 members.

The Central West area at present includes the following Counties: Derbyshire, Nottinghamshire, Leicestershire, South Yorkshire, Staffordshire, Shropshire, West Midlands, Worcestershire, Warwickshire, Northamptonshire and Herefordshire. If it suited both Organisers, Northamptonshire could be transferred to Central East area.

Aim

To develop and maintain ITCanHelp in the designated area.

Responsibilities

- Facilitate the implementation of guidelines/practices set by Steering Group (SG)
- Seek and appoint County Coordinators (CCs) in vacant Counties
- Support CCs (In particular, provide assistance in obtaining and managing clients and volunteers)
- Establish a procedure to cover for temporary absent CCs
- Support lone volunteers in areas where there are no CCs (until CC is appointed)
- Raise public awareness
- Keep SG fully informed of developments

Free computer help for disabled people

Steering Group's Responsibilities To Area Organiser

- Work with Area Organiser (AO) in developing a strategy to take forward AO responsibilities
- Approve County Coordinators
- Provide support/advice
- Arrange training and keep informed of the latest developments.
- Vet CCs/volunteers if required.

Requirements

The role of Area Organiser would be suitable for someone who can meet the following requirements:

- track record in project management or senior administration
- good communication skills
- has access to computer and email facilities
- IT skills desirable
- Knowledge of disability software and hardware would be helpful
- able to work from home
- can commit, on average, one day per week.
- able to attend one/two AO meetings a year (presently held in London)

Contact

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