

Area Organiser Voluntary Role – Scotland

ITCanHelp is a network of volunteers with IT skills who provide free assistance to disabled people in their homes.

Aim

To develop and support a team of IT Support Volunteers, to promote the service to prospective clients, to liaise with National Organiser.

Responsibilities

- Working closely with the National Organiser to promote and develop the IT Support Network in Scotland.
- Recruiting IT Support Volunteers, in particular, interviewing prospective Volunteers, checking their ID and forwarding Disclosure documentation to National Organiser.
- Providing guidance and advice to Volunteers in the course of their work.
- Receiving and acknowledging requests for help, communicating with clients, allocating clients to IT Support Volunteers, following up the progress of referrals, keeping activity records and submitting records to Steering Group.
- Providing support and assistance with any local problems, liaising with National Organiser over problems that need his/her guidance or that have implications for the wider Network.
- Developing relationships with local organisations who may have clients to refer, or who may be offering complementary services; undertaking local publicity initiatives.

Requirements

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

- Good communication, interpersonal and presentation skills.
- Sound administrative, networking, organisational and team leadership skills.
- Strong computing skills.
- Experience of assistive technology or working with disabled people an advantage.
- Reliability, enthusiasm, approachability, sensitivity and diplomacy.
- Internet access; email.
- Own transport.



Free computer help for disabled people

Contact

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