

Volunteer I.T. Group Leader

Role Description

Reports to: Women’s Community Project Manager

Based: Reading

Days/Hours: Flexible, to be agreed

The Role

Having regard to the nature and context of the work, there is a genuine occupational requirement permitted under the Equality Act 2010 that this post is only available to women.

Volunteers enhance the service provision and experience for women at Alana House. The purpose of this role is to lead I.T. group sessions for Alana House service users, to enable them to have a successful experience of activities, to gain confidence, skills and to build on the Alana House community.

Key Tasks

<input type="checkbox"/>	Plan and prepare I.T. group activities for small groups of women
<input type="checkbox"/>	Liaise with Communities Manager regarding the planning of the sessions
<input type="checkbox"/>	Provide outline and instructions to participants at the start of the session
<input type="checkbox"/>	Lead and organise I.T. sessions to cover basic subjects including finding your way around a computer, internet searches for job hunting and completing online forms, using word for CVs, emails and maybe more advanced subjects.
<input type="checkbox"/>	Encourage participation, answer any questions and provide feedback
<input type="checkbox"/>	Ensure the I.T. group sessions are safe and in line with PACT’s health and safety policy
<input type="checkbox"/>	To safeguard and protect vulnerable adults and children in accordance with PACT’s policies and procedures at all times

Person Specification

Essential Attributes	
<input type="checkbox"/>	Knowledge/skills in teaching/leading I.T. groups
<input type="checkbox"/>	Ability to lead a small group of women in an activity

Volunteer Activity Leaders Role Description

<input type="checkbox"/>	Excellent face to face communication and interpersonal skills with a warm and friendly manner
<input type="checkbox"/>	Ability to relate to a range of people
<input type="checkbox"/>	Organisational skills
<input type="checkbox"/>	Flexibility and patience
<input type="checkbox"/>	Ability to remain calm and flexible under pressure
<input type="checkbox"/>	Commitment to equal opportunities
<input type="checkbox"/>	Reliability and willingness to attend regularly

All volunteers are required to

<input type="checkbox"/>	Be subject to an enhanced DBS check
<input type="checkbox"/>	Wear their PACT ID badge
<input type="checkbox"/>	Adhere to and sign PACT's confidentiality and safeguarding policies
<input type="checkbox"/>	Undertake a full induction and training

Boundaries of role:

Volunteers should not offer personal opinion, recommendations or guidance to visitors regarding their cases or personal circumstances.

Volunteers should adhere to all health and safety and safeguarding policies whilst on site.

Volunteers should immediately report any health and safety and safeguarding issues to an Alana House staff member.

Notify manager within a reasonable time frame if unable to attend.

What PACT offers in return for your time, dedication, enthusiasm and skills:

- Learning and development opportunities
- Comprehensive induction
- Regular supervision, support and feedback
- Valuable work experience with an award winning and highly respected organisation
- Bi-annual social events for volunteers
- Travel expenses