

ACE IT VOLUNTEER TUTOR



Name of Volunteer	
Background	ACE IT Scotland exists to advance the knowledge and connectivity of older people in Edinburgh. Through coaching and empowerment, we aim to improve the wellbeing, independence and active involvement of older people as citizens.
Role Purpose	The purpose of this role is to support people over 50 to improve and advance their IT knowledge through face to face hour long sessions.
Specific Tasks	Assist our learners to improve their IT knowledge Help our learners to fix any IT problems they have
Skills & Qualities Needed	Essential qualities of this role are: Patience and understanding. Knowledge of working with a computer, smart phone or tablet. Enthusiasm for helping others to enjoy the benefits of IT that we take for granted. A willingness to abide by ACE IT's policies.
Commitment	We ask you to commit to 2 hours per week. Sessions take place during the day at our offices in Nicolson Square on Tuesdays and Wednesdays.
Support & Training	A minimum of two sessions will be spent shadowing one of our experienced tutors before your first one to one coaching session. Any relevant training that may be required will be identified and you will be offered this when necessary. All volunteers will have regular supervision to feedback on progress, discuss future development and air any issues.
What's In It For Me?	Be part of a supportive team Enhance your CV and gain a written reference after a minimum of 3 months coaching. Having a rewarding experience making a difference in the lives of the over 50s.
Location of Volunteering	25 Nicolson Square, Edinburgh. EH8 9BX
How to Apply.	To apply for this role, please fill in the attached application form and return it to: Katie@Aceit.org.uk. After we have received your application form, we will invite you to the office for an informal chat before progressing with your application. An enhanced disclosure check will be required for this role, this will need to be sent away and returned before you are able to go into the home.

ACE IT: Room 2, 25 Nicolson Square, Edinburgh, EH8 9BX

Telephone: 0131 667 2053 / 07737 738 551- Website: www.aceit.org.uk

Scottish Charity Number: SC036315

	Training can be conducted during this period.
Questions?	<p>If you have any further questions about this role then please do not hesitate to get in touch with:</p> <p>Katie Innes – Development Coordinator</p> <p>Katie@aceit.org.uk</p> <p>0131 667 2053</p> <p>07737 738 551</p>