

Volunteer Role

ACE IT WORK WISE WOMEN 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. Our Work Wise Women project began in 2018.
Role Purpose	The purpose of this role is to support Women over 50 to gain the necessary skills that they may need to move back into the workplace.
Specific Tasks	Assist women to use Microsoft packages such as Word, Excel, PowerPoint. Using material provided by ACE IT, assist women to create a CV and cover letter. Help women to gain the digital skills and support they may need to return to the workplace.
Skills & Qualities Needed	Essential qualities of this role are: Working knowledge of Microsoft packages such as Word, Excel & PowerPoint. Basic Knowledge of email and safe internet use. Patience and understanding. Enthusiasm for helping others to enjoy the benefits of IT that we take for granted. Patience and understanding. A willingness to abide by ACE IT's policies.
Commitment	We ask for a 2 hours per week commitment, for our six-week course. These courses run three times a year.
Support & Training	An initial two sessions will be spent shadowing one of our experienced tutors. 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 tutoring). Having a rewarding experience making a difference in the lives of Women. Develop your coaching skills
Location of Volunteering	Home based.
How to Apply	To apply for this role, please fill in the attached application form and return it to:

ACE IT: 25 (BF03) Nicolson Square, Edinburgh, EH8 9BX

Telephone: 0131 667 2053 / 07737 738 551

www.aceit.org.uk Scottish Charity Number: SC036315

	<p>Katie@Aceit.org.uk.</p> <p>After we have received your application form, we will invite you to the office for an informal chat before progressing with your application.</p>
<p>Questions?</p>	<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>

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