

ROLE DESCRIPTION

Digital Champion/Job Club support

Main team contact: Emma Wilton - Learning Coordinator

Alan Bennett - Trafford Job Club coordinator

Salary: Voluntary (not a paid position)

Hours: Thursdays 9.30am-12.00

Purpose of Role

- To give 1 on 1 IT support to people accessing either the Job Club or IT Suite.

Main Duties & Responsibilities

- Assist people with relevant search engines to apply for work
- Support people to navigate 'Learn my way' an online platform to improve IT skills at their own pace.
- Understand and empathize with the aims and ethos statement of the Centre and its equal opportunities policies.

Useful skills/Experience

- Have a friendly manner & good communication skills
- Be reliable and on time
- IT skills, using the internet, emails etc