

## Person Specification and Job Description

<b>Name of Role</b>	Digital Trainer	
<b>Responsible to</b>	Services Manager	
<b>Post Description</b>	<p>To create a fun and relaxed learning environment for disabled people to learn digital skills. You will design and deliver training sessions for small groups of disabled people in the London Borough of Richmond upon Thames and also run a weekly IT Peer Support session.</p> <p>You will also work closely with partner organisations to best support our clients.</p>	
<b>Experience &amp; Knowledge</b>		<b>Skills &amp; Abilities</b>
<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Experience of facilitating/teaching adults e.g. in a teaching capacity or in a less formal way</li> <li>• Excellent digital skills and able to create learning materials for courses</li> <li>• Experience of adapting learning for different levels or access needs</li> <li>• Experience of report writing, writing case studies and gathering evidence</li> <li>• Experience of promoting and marketing activities and events</li> <li>• Excellent administration skills and excellent working knowledge of MS Word, Outlook, database entry and other applications</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Experience in managing staff or volunteers</li> <li>• An understanding of accessible IT, adaptations and/or assistive technology</li> <li>• An Award in Education and Training (AET) formerly known (PTLLS) Preparing to Teach in the Lifelong Learning Sector course</li> <li>• A background in IT training.</li> </ul>		<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Empathic approach</li> <li>• Pro-active</li> <li>• Good time management and task prioritisation</li> <li>• Able to work independently as well as part of a team</li> <li>• Excellent written and verbal communication skills</li> <li>• Report writing skills</li> <li>• Ability to network and keep others informed</li> <li>• Action orientated and can-do approach</li> </ul>
<b>Other requirements</b>		
This post is subject to a satisfactory Enhanced DBS check carried out by Richmond AID.		

<b>Main Tasks and Duties</b>
<ol style="list-style-type: none"> <li>1. To design, set up, facilitate and support the running of IT sessions for disabled people in locations around the borough.</li> <li>2. To manage all aspects of the project including advertising, training, monitoring and evaluation.</li> <li>3. To recruit and train volunteers to support the running of a weekly sessions.</li> <li>4. To deliver outreach training to a range of organisations and groups in the borough</li> <li>5. To work with partner organisations to refer clients</li> <li>6. Work with other partners to set up and run an annual Digital Inclusion event</li> <li>7. To create and prepare/adapt appropriate delivery materials for the programme and ensure they are kept up to date and any relevant feedback is reviewed and incorporated.</li> <li>8. To consult disabled people about activities and encourage disabled people to participate in the set up and planning of activities.</li> </ol>

9. Oversee the recruitment and management of volunteers to grow the programme's reach and impact.
10. Recruit, train and manage peer supporters to be included in the project and support them to learn the skills needed to become peer supporters.
11. To publicise and market the activities in a range of ways including leaflets, social media, newsletters, facebook posts, etc.
12. Ensure referrals numbers are in line to meet targets and deliver positive participation on the project.
13. Keep accurate records of all clients and maintain a database of client information, continue to update client records with progress and outcomes.
14. Complete all monitoring and evaluation as required by the funder and Richmond AID.
15. Ensure that the project is compliant with the Social Model of Disability
16. Comply with Richmond AID's policies and procedures
17. Attend training and development as identified by you and your manager.
18. Attend team meetings and supervision.
19. You will need to travel within LBRuT as part of this post and occasionally may need to work outside of normal office hours including evening and weekends.
20. Any other work commensurate with the level of this post.