

Forres Online Project Tutor

12 month post, extension subject to funding

15 hours per week, to cover drop-in session times and some flexible working

Probationary period of 1 month

Salary £9,165 per annum

Immediate start

Project Description and Aim

Forres Area Community Trust (FACT) aims to become a recognised provider of community led digital support services to people in the Forres area. FACT's digital inclusion project is called Forres Online and is funded by Digital Scotland until September 2018.

The project aims to support people of all walks of life to:

- Learn new digital skills
- Find, manage and store digital information and content
- Communicate, interact, collaborate, share and connect with others online
- To use digital government services, online forms and applications
- Increase independence and confidence by solving problems and finding solutions using digital tools
- Creative digital content
- Benefit from intergenerational skills exchange

FACT will manage a programme of activity to provide responsive digital help and services to the Forres community. The programme includes free drop-in sessions, outreach sessions, evening classes, talks and community digital events.

Free drop-in sessions are held on Tuesday and Thursday 2-4pm and Friday 10-12pm with other activities being delivered flexibly during the day and in the evenings.

Person Specification

Essential

- Excellent IT skills (including proficiency with Windows, Mac, Android and iOS)
- Excellent communication skills and an approachable manner
- An organised approach to work and excellent time management skills
- Experience of working with and supporting people
- Ability to work as part of a team and on own initiative
- Cooperative attitude
- Experience of working with volunteers

Desirable

- Familiarity with 3rd sector organisations
- Knowledge of local Forres community and organisations in the area
- Experience of teaching/tutoring
- Experience of delivering digital support

Key Tasks

- Supporting the Project Coordinator to deliver key project objectives
- Supporting the development and marketing of the programme
- Attending drop-in sessions and providing one-to-one digital support to members of the public
- Maintaining records of attendance
- Updating and maintaining project equipment
- Attending outreach sessions to deliver digital support (one-to-one and group)
- Attending evening programme sessions when necessary
- Supporting volunteers to learn new skills
- Attending and contributing to meetings
- And any other relevant duties that may arise as the work of the project evolves