



The Forres Town Hall  
High Street  
FORRES  
IV36 1PB  
01309 674388  
janice@forresarea.org

**Forres Online Project Tutor until 31<sup>st</sup> August 2020 – extension subject to funding.  
13 hours per week, to cover drop-in session times and some flexible working.  
Probationary period of 2 months  
Salary £7,943.00, 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 Bank of Scotland Foundation, SCVO Digital Participation, Corra Foundation & BerryBurn Community Fund.

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

- Learn new digital skills
- Find, manage and store digital information and content
- Key goal -Services to Long Term unemployed/job seekers- providing basic IT, Email, CV's etc
- Key goal – Elderly -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 (Forres Job Centre) 10-12 & Forres Town Hall 2-4pm and Friday 10-12pm with other activities being delivered flexibly during the day and in the evenings.

Forres Area Community Trust is a Company Limited by Guarantee registered in Scotland Company No: SC412275 and a Charity registered in Scotland No: SC044953



## 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 3<sup>rd</sup> sector organisations
- Knowledge of local Forres community and organisations in the area
- Experience of teaching/tutoring
- Experience of delivering digital support
- The ability to travel to various locations in our catchment area

### Key Tasks

- Supporting the Project Coordinator to deliver key project objectives
- Supporting the development and delivery of courseware & materials for group sessions
- Supporting the marketing of the programme through social media
- 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
- And any other relevant duties that may arise as the work of the project evolves

Forres Area Community Trust is a Company Limited by Guarantee registered in Scotland Company No: SC412275 and a Charity registered in Scotland No: SC044953

