



## **ACE IT Scotland – Outreach Worker**

- Part time 21 Hours per week Mon - Weds - 9am to 4.30pm
- £17,677 pro-rata (equivalent £9.71/hr)
- Funded to 31 March 2022 with intention to extend longer term, subject to successful funding.
- 3-month probation period.
- Place of work – Initially home working during restrictions then ACE IT office at 25 Nicolson Square, Edinburgh, EH8 9BX plus travel to outreach projects and care homes around Edinburgh
- Closing date at 12noon Thursday 8<sup>th</sup> July 2021
- Interviews w/c 19<sup>th</sup> July 2021
- Annual leave – 18 days (including floating public holidays)
- Disclosure Scotland PVG -this role is subject to satisfactory completion of a PVG Scheme Adults check

### **Role**

ACE IT Scotland exists to advance the knowledge and connectivity of over-50s in Edinburgh. Through IT coaching and empowerment, we aim to improve the wellbeing, independence and active involvement of older people as citizens.

We are looking for an experienced, enthusiastic warm and caring person to develop and administer our existing Moose in the Hoose project for older people. These sessions are based within Edinburgh care homes and are aimed at those who wish to improve their knowledge of digital equipment and online resources. The coaching itself is delivered by our great team of volunteers who will be guided and supported by you. With Covid restrictions easing, we are now working closely with each care home in planning the reopening of this service over the coming months. You will be a key part in helping restart the service.

You should have good knowledge of modern digital equipment and internet services along with an interest in older people. This role will involve the day-to-day scheduling, delivery, monitoring and reporting of Moose in the Hoose sessions. This requires a well-organised person who can coordinate the availability of our Moose in the Hoose volunteers with the requirements of our learners to ensure a smooth, well run service.

As Outreach Worker you will be visiting care homes around Edinburgh each week to help deliver our Moose in the Hoose activities. As such you will need to be able to travel around Edinburgh.

We also perform various other types of outreach work in the community from scam workshops to our Work Wise Women employability courses. These take place throughout the year. You will help support these services along with other members of the team.

With our dedicated and enthusiastic team of volunteers and employees having worked from home for the past year, we will be shortly looking to get back to in-person delivery, so this is a great time to join Edinburgh's longest serving IT charity for older people.



## **Main Responsibilities:-**

- Guide and support all volunteers who work within the care homes and other projects
- Through creation and maintenance of a volunteer rota, ensure there is sufficient volunteer cover in the care homes for delivery of Moose in the Hoose sessions
- Attend Moose in the Hoose sessions each week
- Liaise with care home management and staff to optimise the number of learners using our service
- Monitor, evaluate and report on the projects, to include;- compiling weekly reports from feedback forms, monitoring attendance and creating case studies to give an understanding of the impact our services are having on our learners and what lessons can be learned for future
- Keep an inventory of all Moose in the Hoose equipment and troubleshoot any equipment problems
- Undertake any appropriate tasks delegated by ACE IT Scotland Manager and Development Coordinator

## **Person Specification**

### Essential

- People minded person with good interpersonal skills
- Experience of organising people and/or services in a similar setting to that outlined above
- Experience and understanding of older people's needs, including older people who reside in care homes, have dementia and other conditions plus the importance of confidentiality and safeguarding
- IT skills, including experience and knowledge of Windows, Apple and Android systems
- Good verbal and written communication skills
- Reliable and well organised
- Ability to travel around Edinburgh. Travel expenses reimbursed subject to policy.

### Desirable

- Experience of volunteer coordination, guidance and support
- Experience of delivering group and one to one activities
- Experience of administering learning programme content
- Experience of the charitable sector
- Able to create written user guidance and other resources for use on ACE IT Scotland website

## **Application notes**

To apply please send a cover letter stating why you think you are the right candidate for this role along with your CV and Equality Monitoring Form to ACE IT Scotland Manager, Iain Couper [iain@aceit.org.uk](mailto:iain@aceit.org.uk) by 12noon Thursday 8<sup>th</sup> July.

If you would like to know more about the role, please email [iain@aceit.org.uk](mailto:iain@aceit.org.uk) or call 07983 396 075