



ACE IT Scotland - Outreach Worker

- 21 hours per week - 9.00am to 4.30pm over 3 days (Tuesday to Thursday)
- £10.90 per hour
- Place of work - ACE IT office at 25 Nicolson Square, Edinburgh, EH8 9BX plus travel to outreach projects and care homes around Edinburgh.
- Travel expenses outside of daily commute are covered in line with ACE IT Scotland policy.
- Closing date 10 November
- Annual leave 30 days pro-rata FTE – (includes public holidays as floating days)
- One paid volunteering day per year
- Disclosure Scotland PVG - this role is subject to satisfactory completion of a PVG Scheme check
- Initial 12-month contract with potential to extend - subject to funding

Role

ACE IT Scotland exists to advance the knowledge and connectivity of people over-50 in Edinburgh. We do this through personalised digital skills coaching projects delivered across Edinburgh to improve the wellbeing, independence and active involvement of older people.

We are looking for an experienced, enthusiastic, and caring person to help develop and oversee our outreach work throughout Edinburgh.

We have a team of dedicated, trained volunteers to work with older people across our projects. Your job is to ensure that these projects run smoothly and that volunteers are supported and guided to deliver the highest standard of service to our learners.

Main Responsibilities: -

- Support and guide volunteers working in ACE IT outreach projects within partner locations and at the ACE IT office
- Work with the Development Coordinator, the Manager and other staff to identify opportunities for improvement and growth across our services
- Monitor, evaluate and report on our work to include; - compiling weekly reports, gather feedback on outreach activities, monitoring attendance and creating case studies to give an understanding of the impact our services are having on our community and identify areas for continuous improvement
- Liaise with external stakeholders to optimise the number of learners accessing our services
- Keep an inventory of all equipment and troubleshoot any equipment problems
- Undertake any appropriate tasks delegated by the ACE IT Manager



Person Specification

Essential

- Strong verbal and written communication skills
- Interpersonal skills. You must be good with people, patient and compassionate.
- Ability to travel around Edinburgh
- Experience and understanding of older people's needs, including those who have dementia and other vulnerabilities plus the importance of confidentiality and safeguarding
- Good IT skills, including demonstrable experience of MS Teams, Office and knowledge of Apple and Android systems
- Reliable and well organised

Desirable but not essential

- Experience of working with older people
- Experience of the charitable sector and working with volunteers
- Able to create original written material such as 'How to' guides for use on the ACE IT website
- Full driving license and own transport
- Experience of design packages

Application notes

To apply please send a completed application form along with a GDPR form to ACE IT Scotland Manager, Iain Couper iain@aceit.org.uk by 12noon on Thursday 10th November 2022.

If you would like to have a chat about the role, please call Iain on 0131 667 2053 or iain@aceit.org.uk