

Volunteer Women's Basic Computer Skills Teacher

About the opportunity

To deliver a weekly (12-week) course in basic learning and computer skills to Hibiscus clients - foreign national women affected by the criminal justice system and immigration restrictions. To teach basic computer skills to women who are keen to establish and maintain beginners' digital skills to support their personal development and employment prospects.

About Hibiscus

Hibiscus, established in 1986, is a voluntary sector organisation with a track record of delivering high quality services for over 30 years. We have developed a widely acknowledged specialist expertise in working with marginalised Black and Minority Ethnic Foreign National and migrant offenders and detainees in custody, detention and the community. Our person-centred approach is a model that engages and works with clients to support and empower them in dealing with what are often multiple and complex needs and, importantly, addresses the additional disadvantage that language and cultural barriers present.

In 2016 Hibiscus launched a community Women's Centre, women-only space, in which a range of activities take place, such as ESOL class, IT classes, Yoga, wellbeing sessions and art therapy sessions.

Key tasks

- To plan and deliver informative and relaxed computer classes to our clients, taking into the account the needs of a diverse range of individuals.
- Tasks include teaching Microsoft Word basics, using the internet, creating an email account, making a CV, using google maps and Microsoft PowerPoint.
- To liaise with the Volunteer Coordinator regarding changes to the support needs of the service user or changes to agreed volunteer supported activities/tasks.
- To report any concerns to the Volunteer Coordinator or, in the absence of the Volunteer Coordinator, the Women's Centre Coordinator, as soon as they arise.
- Attend regular supervision/support meetings with the Volunteer Co-ordinator.

Key skills and experience required

- Proficient computer literacy: proficient in Microsoft Word, PowerPoint and Excel.
- Experience facilitating group activities and discussion
- Energy and enthusiasm
- Strong communication skills

- Planning and organisational skills
- Patience
- Non-judgemental and open-minded
- An interest in supporting vulnerable people in the community

Benefits for you

- Opportunities to learn new skills for personal and career development
- Opportunities to give back to the community
- Two training sessions which cover Hibiscus, volunteering, our clients and the criminal justice system
- Supportive supervision and working environment
- Travel expenses reimbursed
- Flexible working arrangements
- Rewarding work experience
- A reference

Practical Considerations

- * This post is restricted to women only as a genuine occupational requirement under Schedule 9 paragraph 1, Equality Act 2010
- IT Classes are ongoing and ideally we would expect a commitment of 3 months or longer.
- Travel expenses paid.
- Accessible venue.
- Volunteers must be over 18.
- Will require a criminal record (DBS) check.

To apply

Email our Volunteer Coordinator juste@hibiscus.org.uk a current CV and 1 page cover letter stating how you meet the skills and qualities required.

Address

**Hibiscus Women's Centre
Resource for London
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