

## **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 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 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.

Our Women's Centre is a women-only space, in which a range of activities take place, such as ESOL class, IT classes, yoga, wellbeing 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 Project Workers and Women's Centre 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 supervising staff members as soon as they arise.
- Attend regular supervision/support meetings with the supervising staff.

### **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 approach
- 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**

Please email [recruitment@hibiscus.org.uk](mailto:recruitment@hibiscus.org.uk) a current CV and max. 1 page cover letter stating how you meet the skills and qualities required.

Address

**Hibiscus Women's Centre  
Resource for London  
356 Holloway Road  
London  
N7 6PA**