

Volunteer Women's Basic Computer Skills Teacher

About the opportunity

We are looking for a female IT teacher to deliver a weekly (12-week) course in basic learning and computer skills to Hibiscus women at our community Women's Centre - migrant women affected by the criminal justice system and survivors of human trafficking. You would teach basic computer skills to women who are keen on establishing and maintaining beginners' digital skills to support their personal development and employment prospects.

About Hibiscus

Hibiscus is the UK's leading organisation working with Black, minoritised and migrant women and families at the intersection of the immigration and criminal justice systems. Founded in 1986, we have a widely acknowledged specialist expertise in working with migrant women in custody, detention and the community. Our person-centred approach engages and works with women 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 practical support, wellbeing and empowerment activities take place.

Your tasks

- Plan a course in advance and agree on contents with Women's Centre Coordinator.
- Deliver IT classes to women in-person, taking into the account the needs of a diverse range of individuals.
- Teach women Microsoft Word basics, using the Internet, creating an email account, using Google maps and Microsoft Teams/Zoom.
- Liaise with Women's Centre Coordinator around 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

- Experience of teaching IT classes to a group.
- Experience facilitating group activities and discussion
- Energy and enthusiasm
- Strong communication skills
- Planning and organisational skills
- Patience and dedication
- Non-judgemental and open-minded approach
- An interest in supporting women in the community
- Desired: speaking a foreign language

Benefits for you

- Opportunity to learn new skills for personal and career development
- Opportunity to give back to the community
- Training session which covers Hibiscus, volunteering, our clients and the criminal justice system
- Supportive supervision and working environment
- Travel expenses reimbursed
- 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 we expect a commitment of 3 months or longer.
- Travel expenses paid up to £13.50 per day.
- Accessible venue.
- Volunteers must be over 18.
- Will require a criminal record (DBS) check.

To apply

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

Closing date: 6 December 9am.

Hibiscus Women's Centre

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Women's Centre Coordinator

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Hibiscus Initiatives