



# Digital Inclusion Volunteer

## Role Purpose

To offer help and support to clients in order to use the internet, laptops and tablets.

## Role Description

To assist a DASH employee in providing digital advice and information at various locations within the borough.

## Commitment & Location

1 hour a week minimum, Monday to Friday. Various locations including: Bell Farm, Acorns in Ruislip, DASH Hub in Pavilions and DASH office in Hayes.

## Qualities

- Be Committed and Reliable.
- Helpful and Approachable
- Possess a proactive manner.
- Excellent Computer skills
- Confident using Technology.
- Willing to teach others basic I.T Skills

## Main Responsibilities

The Volunteer will be working with a small group of clients helping them to access the internet. This role will involve teaching and supporting them when using laptops or tablets. This will include creating/using an email address, booking appointments online and using Google. This could also include 1:1 appointments held at DASH office in Hayes, DASH hub in Pavilions, Bell Farm and Acorns in Ruislip. This can be flexible and arranged around the client and volunteers availability.

## Training

Full training will be provided. You will be shadowing a DASH employee until you have completed your relevant training.

Reference checks will be required and a DBS will need to be obtained, the cost of this will be covered by DASH.

## Benefits

Volunteering will provide a great opportunity for you to learn new skills, meet new people and help others. You may be looking for something to help build your confidence or fill your spare time. Volunteering gives you a great sense of achievement and looks great if you are trying to boost your CV.

DASH will reimburse you for any expenses incurred while volunteering.

Please contact [laura@dash.org.uk](mailto:laura@dash.org.uk) to apply or call 07497 892 322 to discuss further.