VOLUNTEER OPPORTUNITY

VOLUNTEER ROLE: **IT Trainer**

TEAM: **IT**

RESPONSIBLE TO: **Richard Shillam**

NUMBER OF HOURS: **Flexible – minimum of 4 hours – 16 hours per week**

JOB PURPOSE:

We are looking for someone who is experienced in IT training, or someone who has a specific knowledge in a piece of software. You will assist in the training of our staff, and the creation and updating of knowledge articles.

KEY ACTIVIES

1. Writing knowledge articles to support our office staff to understand our systems better and use them more efficiently.
2. Recording training videos.
3. Organising and running IT training sessions with our staff in conjunction with your line manager.
4. Creating surveys to measure engagement and IT evangelism
5. Assist with the launching of new apps and IT systems.

It is not essential for this work to be completed during normal working hours and could be worked remotely, but some contact during working hours will be required.