

## **JOB OPPORTUNITY**

### **Job Title: Tech & Social Project Worker**

**Organisation:** Inspired Taskforce CIO (Peer-led charity supporting older people)

**Location:** Levenshulme Inspire

**Hours:** 7 hours per week (Fridays 10am – 5pm) (Plus opportunities for one off and seasonal work)

**Duration:** 1 Year (Feb 2025 – Jan 2026) with the potential of an extension to 2 years (Feb 2026 – Jan 2027)

**Pay:** National Living Wage at £12.60 per hour

### **Role Overview:**

The role involves leading the Men's Social and Tech Group (10.30am – 12.30pm) and the Computer Buddies class (1pm – 3pm), helping individuals of various backgrounds and experience levels navigate technology and social barriers. You'll be responsible for explaining both basic and advanced usage of computers, tablets, and smartphones in a patient and approachable manner.

### **Key Responsibilities:**

- Lead and facilitate the Men's Social and Tech Group sessions.
- Teach basic and advanced tech skills, including the use of computers, tablets, and smartphones.
- Perform administrative duties for monitoring processes.
- Utilise Microsoft packages (Word, Excel, Outlook, etc.) for administrative tasks such as monitoring.

## **Required Skills & Qualifications:**

- Excellent communication skills with the ability to adapt to different audiences.
- Patience and the ability to explain technical concepts in a simple and understandable manner.
- Proficiency in Microsoft Office tools (Word, Excel, Outlook) for admin tasks.
- Experience working with older adults is desirable but not required.

**Other notes:** Whilst this role is not ideal for someone who is looking for full-time work all are welcome to apply. The interview process will include a short practical on usage of computers.

An enhanced DBS will be provided by the Inspired Taskforce and 2 references will be required if you are successful for the post.

**Possible seasonal and one-off work:** The Inspired Taskforce run events and activities throughout the year and usually in need of additional support during these times. This would be during seasonal events such as Christmas and National Older Peoples Day. These opportunities will also pay the National Living wage at £12.60 per hour.

## **Application Process:**

To apply, please send your CV and a brief cover letter to

[Paul.belfield@inspiredtaskforce.co.uk](mailto:Paul.belfield@inspiredtaskforce.co.uk)

**Closing Date:** Thursday 30<sup>th</sup> January 2025

**Interviews:** Friday 7<sup>th</sup> February 2025

**Start Date:** Monday 10<sup>th</sup> February 2025 (Ideally)