**Volunteering with e-achieve is about:**

* combining skills and working with others to support vulnerable adults in their development of IT and employability skills.
* breaking down barriers between different people.
* working alongside people to support their learning and to help them develop the tools to develop better ways of action and problem solving.
* providing opportunities to develop personal and professional skills in support work. Volunteers will be able to study for nationally recognised and accredited qualifications.

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| **Title of the post** | **Volunteer Support Tutor** | |
| **Main task summary** | Supporting the progress of adult learners following Level 1 and Level 2 ITQ qualifications  Associated administrative tasks | |
| **Based at** | South Shields or Middlesbrough and a range of teaching locations in North East England | |
| **Minimum weekly commitment and period of volunteering.** | Up to 3 days per week over a period of twenty weeks | |
| **Days and times of day required** | Courses are delivered on a Tuesday/Thursday or Wednesday/Friday. Monday is set aside for training and development. Support tutors will attend on Monday, and Tuesday or Thursday or Monday and Wednesday or Friday.  **Suggested times**:  Monday:10:00 – 15:30 – Learning and Development Time  Tuesday/Thursday: 09:00 – 12:00 – 13:00 - 16:00 – Supporting Learners  Wednesday/Friday: 09:00 – 12:00 – 13:00 - 16:00 – Supporting Learners | |
| **Age/Gender Restrictions/People Unsuitable** | 19+, no gender restrictions. Applicants will need to be CRB checked. Competence in ICT is a pre-requisite (to Level 1 at least). Support tutors will need to have Level 2 qualifications, or must be able to demonstrate aptitude to achieve Level 2. | |
| **Any special training offered** | Support tutors will study for a Community Volunteering Qualification at Level 2. There may be opportunities for some support tutors to gain Functional Skills and ITQ qualifications at Level 2. Others may be offered the opportunity to study for the Preparing to Teach in the Lifelong Learning Sector qualification. | |
| **Any skills required** | IT skills (Word Processing, Spreadsheets, Internet, Email, Presentation software), clean driving licence | |
| **Start Date** | 10th October 2011, on-going | |
| **Terms and conditions** | e-achieve is an equal opportunities employer.  Volunteers will receive travel expenses and a lunch allowance. | |
| **Access** | All venues are wheelchair accessible. Where training rooms are above the ground floor there are lifts. Public parking is available at or near all venues. | |
| **Support** | Support tutors are line-managed by a Support Tutor Co-ordinator. They work closely with tutors. Team meetings will be held regularly. Progress and development will be monitored, evaluated and reviewed | |
| **Key person to contact for  more information** | Chris Jones, Curriculum Manager  07766477016 [chris.jones@eachieve.co.uk](mailto:chris.jones@eachieve.co.uk) | |
| **Main tasks in full for inclusion in the full role description** | * **Supporting tutors and learners in their study of ITQ Level 1 and Level 2** * **Working with identified learners to secure progress** * **Supporting the registration of learners** * **Supporting general course administration** * **Volunteers are line managed by a Support Tutor Co-ordinator and by the Curriculum Manager** |