

**Job Vacancy Advertisement**

**Community Support Worker**

**Ilop is seeking to recruit a community support worker for Tech & Talk, a community outreach project.**

ILOP are a group of volunteers with a passion & focus on Improving Lives for Older People. They run the popular Tech & Talk, a café based social group for the over 55’s in BS3, which supports people with limited technology knowledge to become more connected in the on-line world and in day-to-day life. The group is supported by BS3 Community.

Key responsibilities of the role:

* Organise and promote the regular computer café meetings for older people
* Support the ILOP committee

Key personal attributes:

* Have calm and patient approach
* Able to be welcoming and helpful
* Have good interpersonal skills and be able to interact effectively with volunteers and attendees

Key skills:

* Competent use of email, social media platforms (including Facebook) and a good working knowledge of using tablets, mobile phones and pcs.

Key information for the role:

* The role requires availability of 2/3 hours for each session
* There are 6 sessions spread over a 4-week period
* This contract will be for an initial 24 month period

Application process:

* Please your CV and a covering letter detailing your suitability for the role.
* Please contact ruth.green@bs3community.org.uk for a full job description.
* Closing date: 30th August 2019. Interview date: 3rd September 2019.