

DIGITAL INCLUSION ASSISTANT



Role Description

WHO ARE WE LOOKING FOR?

We are looking for an organised and enthusiastic individual who is committed to combatting digital exclusion amongst refugees and asylum seekers to join our team as a Digital Inclusion Assistant!

This is a volunteer role with part time hours. Hours can be split across the week and fixed around your schedule but must have availability for a meeting on either a Monday or Wednesday.

The ideal person would have an interest in or lived experience of migration or displacement. They will have knowledge of or a willingness to learn about the digital divide and how this impacts refugees and asylum seekers. They must be confident working independently, with the support of the Digital Inclusion Coordinator, and in suggesting ways in which the project can improve and expand.

TO APPLY:

Email

ily.conversationoverborders@gmail.com with "Digital Inclusion Assistant Role" as the subject. Attach your CV, a paragraph or two about why this is the role for you, and your availability. Applications close midnight Monday 5th September. Candidates will be contacted by the 7th September.

KEY TASKS AND RESPONSIBILITIES

- Working with the Digital Inclusion Coordinator to create a bank of written and visual digital literacy resources that can be distributed to our service users.
- Assisting the Digital Inclusion Project Coordinator in building and maintaining partnerships with donors and suggesting ways in which the project can grow.

WHAT DO WE OFFER?

- A flexible, friendly and supportive team environment.
- Qualified training opportunities, including Safeguarding, Mental Health, Diversity & Inclusion.
- Experience working in grassroots support with individuals with lived experience of displacement.
- Free Wellbeing events, socials and resources.
- Playing an impactful role in our development and supporting refugees and asylum seekers to settle into their lives in the UK!