CLIENT RESOURCE COORDINATOR

(DIGITAL INCLUSION PROJECT)

TO APPLY:

Email **ily@conversationoverborders.org** with "Client Resource Coordinator" as the subject. Attach your CV, a paragraph or two about why this is the role for you, and your availability. Applications close midnight 15th November.

WHO ARE WE LOOKING FOR?

We are looking for an organised and enthusiastic individual who is interested in combatting digital exclusion to join our team to support with the creation of easy-read digital literacy resources as a Digital Inclusion Assistant!

This is a volunteer role with a commitment of **4 hours a week**. Hours can be split and fixed around your schedule but you must have availability for **1 team meeting a week** on **Monday 12:30pm** and **Tuesday 2pm** the following week.

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 displaced populations. They will ideally have experience in creating accessible resources and must be confident in using Canva.

KEY TASKS AND RESPONSIBILITIES

- Building a bank of accessible visual and video digital literacy resources to be distributed to our community of clients.
- Organising the translation of these resources into community languages via our team of language ambassadors.

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.
- A pre-paid work SIM.
- Playing an impactful role in our development and supporting refugees and asylum seekers to thrive in their lives in the UK.