



ROLE PROFILE

ICT VOLUNTEER

We are looking for an ICT Volunteer support the ICT Team with various tech tasks such as keeping our software up to date, sweeping laptops and other basic IT requirements.

RESPONSIBILITIES

- Basic IT tasks needing as communicated by ICT Team.
- Scheduling laptops for routine maintenance. Checking and sweeping laptops and keeping software up to date.
- Working independently to manage daily/weekly tasks.

TIME COMMITMENT

- Ideally up to 12 hours per week, Monday to Friday during normal office hours. Days and are flexible.
- We are ideally looking for a commitment of at least one year to begin with.

EXPERIENCE & TRAINING

- An interest in technology and computing as well as experience of computer networks and systems.
- Proficient in a variety of database's and software.
- High level of organizational skills, attention to detail and accuracy.

QUALITIES REQUIRED

- Reliable and able to independently manage time keeping on projects.
- A supportive team player with good communication and interpersonal skills.
- Ability to prioritise, problem solve and use initiative.

BENEFITS

- Volunteers may claim reasonable travel expenses to and from shifts in line with the organisations expenses policy.
- Being part of a great Team. Meeting a variety of new people as well as develop skills and gain new experiences.
- A huge sense of satisfaction in knowing you are helping others and making a difference.
- Complimentary meal and drinks in-house when you volunteer for over three hours.