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| JOB TITLE: | Digital Support – immediate start |
| RESPONSIBLE TO: | Head of Services |
| LOCATION: | Various Locations as a lone worker in Sevenoaks District |
| HOURS: | 4 hours per day, 2 days per week – days to be confirmed 4 months contract with possibility of extension |
| SALARY: | £12 per hour plus travel expenses |

JOB DESCRIPTION:

1. Delivering Digital Skills support at various locations through North Sevenoaks Parishes through Health & Communities referrals. Will be supporting people with setting up and using health apps, getting online, improving digital confidence.
2. Managing appointment times / own diary
3. To motivate and encourage clients to learn for themselves,
4. Sign posting clients to further support providers as appropriate
5. To deliver support sessions at identified locations in Sevenoaks District,
6. To maintain a record of each training session, including the status of client progress and other issues as required,
7. To assist in maintaining a clean, safe, pleasant and orderly environment in which clients feel relaxed and at home
8. To maintain good and regular communication with the Head of Services to discuss and review client workload and any other issues.
9. To assist the Head of Services with the writing of external reports and other administrative duties
10. To undertake other tasks or additional self-development training as directed by the Head of Services

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PERSON SPECIFICATION:

Skills

- Excellent organisational skills and the ability to prioritise work to ensure appointments are kept
- Ability to communicate effectively at all levels
- Able to explain technical issues in a down to earth manner
- Confident and adaptable when dealing with clients
- Able to work alone as well as part of a team and maintain motivation

Experience

- Minimum of one year experience in providing training or support to others
- Working with vulnerable and older people

Knowledge

- An understanding of older and other vulnerable people's needs