

# Volunteer as a Digital or Work Club Mentor and get a free training course!

Would you like to get a free qualification, develop your skills, apply your experiences and enhance your CV? Then volunteering as a Digital or Work Club Mentor might be for you!

- By volunteering as a Digital or Work Club Mentor, you will make a difference to people's lives through your expertise and shared experiences, get some valuable work experience and develop your skills.

## Digital Mentors help people to improve their computing skills.

As a volunteer Digital Mentor, you will use your own computing skills and knowledge to help people who are less confident using computers to use the internet, e-mail and social media, as well as a range of computer programmes.

## Work Club Mentors help people back into work

Work Clubs take place all over Manchester and support jobseekers to stay focused and motivated in their search for employment. As a volunteer Work Club Mentor, you will support people to search and apply for jobs in a caring and supportive atmosphere.

## If you already volunteer or would like to start, you can get a free place on our Mentoring Skills Course

Our bespoke training course will give you the skills and the knowledge needed to support people using computers or in work clubs. Upon successful completion of the course, you will get a certificate in Mentoring Skills.

**If you are able to provide regular support to people using computers or in work clubs, have good written and spoken communication skills, as well as ICT skills, this could be the opportunity for you!**

All volunteer Work Club Mentors will be expected to attend and complete an 8 week accredited course with Manchester Adult Education Service. The course introduces the basics of mentoring and enables volunteers to understand the role, responsibilities and boundaries of a Work Club Mentor, as well as a range of techniques to use in their role as a Work Club Mentor. Volunteers will be able to identify key referral routes for Work Club users who may need additional support or training in areas such as literacy, numeracy, computer skills, vocational skills or personal development. Volunteers will be able to access a range of resources and tools designed specifically for use in Work Clubs. You can also claim travel expenses to and from your training course and volunteering placement.

### **What's expected of Work Club Mentors?**

Volunteers will be expected to provide regular support to people looking for work in an established Work Club. Work Clubs usually take place on a weekly basis in various Voluntary and Community Sector Venues across the city.

For this role, we are looking for volunteers who are:

- Willing to provide regular support in a Work Club, which takes place on a weekly basis (minimum 8 sessions).
- Willing to attend and complete an accredited training course (Mentoring Skills Course Level 2).
- Able to provide one to one support to jobseekers in searching and applying for jobs.

## **What's expected of Volunteer Digital Mentors?**

Through this programme, volunteers will be expected to provide support to people who are unconfident using computers. This could be in an IT class, in a library setting or in drop-in sessions arranged through the Volunteer Programme.

For this role, we are looking for volunteers who are:

- Willing to commit to support people using computers (minimum 8 sessions).
- Willing to attend and complete an accredited training course (Mentoring Skills Course Level 2)
- Able to provide small group and one to one support to individuals to improve their computing skills.

All volunteer Digital Mentors will be expected to attend and complete an 8 week accredited course with Manchester Adult Education Service. The course introduces the basics of mentoring and enables volunteers to understand the role, responsibilities and boundaries of a Digital Mentor, as well as a range of techniques to use in their role as Digital Mentor. Volunteers will also be able to identify key referral routes for Service users who may need additional support or training. Volunteers will be able to access a range of resources and tools via Moodle, an online learning platform. Volunteers' travel expenses to and from training and volunteering placements will be reimbursed through the Programme.

# Mentoring Skills Course (Level 2)

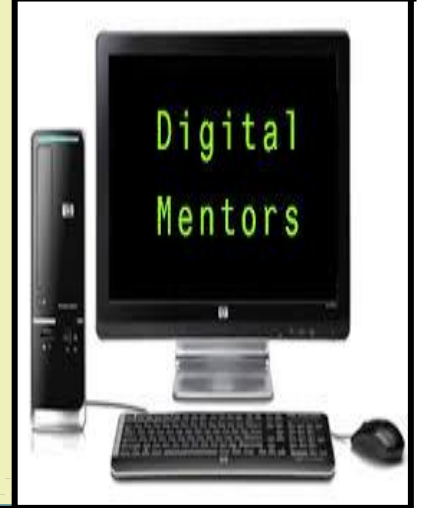
**Course Information: Wednesday 9.15-12.15**

Abraham Moss Adult Learning Centre,  
Crescent Road, Crumpsall, M8 5UF  
Tel: 0161 219 6735

24<sup>th</sup> September 2014: Information Session

1<sup>st</sup> October 2014: Enrolment Session

8<sup>th</sup> October 2014 (Session 1) to  
26<sup>th</sup> November 2014 (Session 8)



To apply for a place on the Digital or Work Club Volunteer Programme, please contact Emma Langlois:

E-mail: [e.langlois@manchester.gov.uk](mailto:e.langlois@manchester.gov.uk)

Tel: 07983706284

Interested applicants will be asked to complete an online survey prior to attending the information session.

The online survey can be found at: <http://www.smartsurvey.co.uk/s/119793DCYNN>



You can also like us on Facebook (MAES Volunteer Programme) or follow us on Twitter (@MAESVolunteers)