



Voices in Exile

Supporting refugees, asylum seekers & those with no recourse to public funds

## **IT tutor support for groups**

### **Background**

Voices in Exile works with refugees, asylum seekers and migrants with no recourse to public funds in Sussex. We offer both practical and legal support to those who would otherwise be unable to access justice. ViE clients include adult refugees, asylum seekers, people with no recourse to public funds, migrants referred for help because of domestic violence and people with mental health issues. We work with both individuals and families, including refugee families resettled in the UK from Syria, Afghanistan.

### **Purpose of the role**

During term time, we run three group sessions per week. Group members decide the content of the sessions. Some members have lower levels of digital literacy and miss out on online opportunities so the activities usually includes basic IT sessions covering areas such as word processing, using the internet for information and images, shopping and booking tickets online, setting up email accounts and online safety.

We are looking for a skilled and confident person who is able to support the groups facilitator in teaching basic IT skills to groups of 12-14 adults once or twice a term to each of the three groups.

All sessions take place in the mornings between 10am and 1pm.

### **What's involved**

- Working closely with the groups facilitator to help to plan the content of sessions
- Delivering the sessions and providing 1-1 support where needed

### **We are looking for people who are:**

- good basic IT skills, including word processing, email, internet and video platforms
- able to maintain strong boundaries
- easy to talk to and a good listener
- respectful of confidentiality
- reliable and trustworthy

- confident teaching basic IT skills
- non-judgmental
- friendly and empathic

To volunteer with Voices in Exile you should have an interest in migration issues and a commitment to basic human rights.

**Time commitments - this role requires a commitment to:**

- initial volunteer induction
- 9-18hrs hours per term to cover up to 6 sessions. Sessions will be on a Tuesday, Wednesday and Thursday am (term time only). Dates TBA
- volunteer for a minimum of 6 months

**Location**

The sessions will take place in community spaces across Brighton and Hove.

**Benefits - your role will provide you with opportunities to:**

- connect with people from different countries and cultures
- share your knowledge and skills and learn new ones
- help someone make a difference to their life

**Support:**

- a named staff member at Voices in Exile for 1-2-1 support and supervision
- volunteer meetings to meet other volunteers for peer support and learning
- reasonable travel and other agreed out of pocket expenses

**Practicalities - due to the nature of this role, we will require you to:**

- attend our induction and training sessions
- follow the policies and procedures of Voices in Exile
- give permission for an enhanced Disclosure and Barring check to be made

**We welcome applications from people from refugee and migrant backgrounds and people who speak a community language in addition to English, as well as people who have English as a first language. We would particularly welcome applications from speakers of Arabic, Farsi, Pashto and Dari.**

**To apply for this role, please complete our [application form](#). For a Word copy of the form or to discuss this role, contact [sue.shaw@voicesinexile.org](mailto:sue.shaw@voicesinexile.org)**