

Job Description: Trainer – Assistive Technology

Job Title:	Trainer – Assistive Technology
Location:	Enrych Coalville Office
Geographical remit:	Leicestershire and Derbyshire
Salary:	£22,000 per annum (FTE)
Hours of work:	35 per week
Responsible to:	Operations Manager

Job purpose:

To deliver specialist one to one IT training for adults with disabilities and their carers to improve wellbeing and ability to live independently through digital inclusion, particularly those who may be at risk of isolation or social disadvantage.

Main duties and responsibilities:

To provide training and ongoing support for members either on a one - one basis (at members home) or through group activity in a centralised location.

- Assessment of our member's individual needs.
- Formulation of a training support plan which delivers personalised goals and teach IT skills.
- Deliver training and support as per individual training support plan.
- Maintain up to date awareness of a wide range of assistive and adaptive technologies and to make recommendations to the members.
- Maintain up to date knowledge of smart technologies and advise and support members with most appropriate solutions to their online accessibility needs.
- Ensure members have ongoing plan to achieve long term independence from Enrych.
- Monitor and record progress and development of individual outcomes using agreed assessment and evaluation tools.
- Ensure members are made aware of safe, legal, and secure use of online systems.
- Provide regular statistics of training service for management reviews.
- Work with wider Enrych Team to ensure that technical support needs of users are assessed and addressed.
- Work with the Enrych Team to develop strategies and platforms for on-line forums.
- Support development of the forum, developing training guides and promoting to members.
- Work with the Administrator to prepare and maintain accurate and comprehensive records.

General

- Work collaboratively with all Enrych colleagues.
- Actively promote Enrych's work to Individuals, Carers, other Voluntary Sector Organisations, Statutory Authorities and Funders.
- Be involved in other areas connected to your job role.
- Work in line with Enrych policies, including Safeguarding, Equality and Confidentiality and the Enrych Operational Handbook.
- Attend team meetings as and when required.
- Carry out any other duties that become necessary or as directed by the Operations Manager.

Essential Skills and Experience

- Excellent IT Skills.
- Technical knowledge and Experience of Computer Hardware/Software as well as Assistive and Adaptive Technologies.
- Proven training skills and experience, specifically delivering IT skills to adults.
- Excellent written and verbal communication skills.
- Experience of working in different and ever- changing environments.
- Ideally an understanding of Social Care, Health and/or Voluntary Sector Environments.
- Understanding of the needs of adults with disabilities and their carers.
- Empathetic and Patient nature.
- Ability to work independently and as part of a team.
- Ability to travel independently within area of work.
- Self-motivated individual with the ability to work with some flexibility.

Preferred Education/Training/Qualifications:

- 5 GCSE grades A-C (or equivalent) including English Language and Mathematics
- Qualification in Teaching or Training, particularly IT training.
- Adult Education or Special needs Training Qualifications.

Due to the nature of the role an enhanced DBS (CRB) check will be required before the appointment can be confirmed.

Previous Applicants need not apply.

Signed
Job Holder

Signed
Manager