

We need you.

Get involved today!

Solving problems, changing lives –
making society fairer



Volunteer IT Support Assistant

– West Sussex North, South and East

Role Purpose

We are looking for volunteers to help provide our service in your local community.

Do you have spare time to offer your skills to support our organisation with IT asset registration and project research?

This role will be assisting our Head of Business and Support.

As an IT Support Assistant, you will:

- Assign phones and IT equipment to staff member, setting up tablets and lap tops at our offices and outreach locations
- Support and coach our workforce with frequently asked IT questions/ software's and databases
- Produce training manuals and videos, upload and post content to SharePoint/ website
- Support with wider IT projects, trialling out software and hardware



in West Sussex
North South East

As an IT Support Assistant, you need to:

- Have experience and good skills of working with IT equipment and Microsoft Office.
- Have good organisational skills, attention to details and ability to research.
- Good communication skills to maintain liaison with managers, other staff members and volunteers across the organization

Other Information

You will be working both from home and in our offices/outreaches to assist with IT equipment in our different locations around West Sussex. You will need your own transport and we will reimburse travel expenses, you need to live locally to one of our office. Please find details of our locations on our website.

You will need your own IT equipment and access to Wi-Fi for our training that we provide digitally. We ask our IT Support Assistant to volunteer for at least 1 day a week, this can be split over 2 half days.

We pride ourselves on having a diverse workforce and welcome applications from people with all ranges of abilities for the skills that they bring.

If you are interested please email **volunteer@westsussexcab.org.uk** for more information about our roles and application process. Alternatively you can apply via our website: **<https://www.advicewestsussex.org.uk/volunteering/>**