



Volunteer Role Description

About Abbey Community Centre

We're an award-winning small community charity established since 1976 helping local people of all ages to come together to enjoy their lives and where they live more by doing so.

We provide a safe and welcoming venue alongside numerous social groups, activities, services, and special events in which the community can develop meaningful social connections and friendships. Local residents access our centre to enjoy socialising; services for their children; to pursue and expand their interests and hobbies; increase their confidence, skills and opportunities; improve their health, fitness and wellbeing; get information or advice; or volunteer to help make their community an even better place to live.

Local people greatly value the centre and it's a fun place to volunteer, especially if you thrive on variety and being kept busy!

Role title	Tech Buddy
Purpose	The aim of Tech Buddies is to inspire and then support older people to get digitally connected and confident, to stay safe online and to use the internet regularly until they are happy to do so on their own. Together, the Tech Buddy volunteer and learner will explore what technology can offer.
What you will gain as a volunteer	<ul style="list-style-type: none"> • You'll be part of a wonderful team, valued for who you are • Meeting new people from the local community • Making friends and learning new skills at the same time • Feeling the reward of helping someone in need • Contributing to the greater good of your community
Reporting to	KGN Lead/KGN Activities Assistant
What your volunteering entails	<p>The exact tasks undertaken by volunteers will vary depending on each individual learner's needs, but may include:</p> <ul style="list-style-type: none"> • Help picking the right internet device • Setting up internet (changing service providers) • Raising awareness of how to use the internet safely • Showing how to use learners' own internet device • Showing how to download apps and how to gain the most out of them • Showing how to use some basic programs e.g. zoom, word, emails etc. • Helping with hardware and software • Setting up online shopping • Helping learners to explore their interests online
Your personal attributes	<p>Tech Buddy volunteers will also need to be regular users of technology (e.g. computers/tablets/smartphones) with a genuine desire to share your skills and help older people use technology. You are the type of person who is:</p> <ul style="list-style-type: none"> • Warm and friendly, a good listener • Reliable and dependable (good time keeper),



Abbey Community Centre

socialise - energise - get wise



	<ul style="list-style-type: none"> • Non-judgmental, patient with a good sense of humour! • Open-minded, respectful, and compassionate • A good communicator who knows their boundaries and has good spoken English
Time commitment	At least 1-2 hours on Thursdays from 12.30 onwards
Training & Requirements you'll need to fulfil	<p>All volunteers are required to undergo:</p> <ul style="list-style-type: none"> • Induction with their manager • DBS Check (dependant on the role) • Reference checks • Any other training relevant to the role • Attend meetings and supervisions as required
Expenses we'll pay	Reasonable expenses directly related to fulfilling the role will be reimbursed in line with our Volunteer Policy
Location	Abbey Community Centre, 222c Belsize Road, Kilburn, NW6 4DJ
Other	Other than an understanding of digital/tech, no prior experience is necessary. References will be provided for volunteers who have supported us continuously for 6 months or more.

Feeling inspired to join our team?

Return your completed Volunteer Application form to:

vol-ops@abbeycc-kilburn.org.uk

This volunteer role is funded by:

