

Job Title: Volunteer Administrator
Hours: 2-3 a week (Monday - Friday)
Location: Community TechAid in Oval
Duration: 3 months

The Role

We are looking for an administrator to support our small team, by helping us to prepare, sort and test devices, update our database app, and help with general tasks at Community TechAid.

At Community TechAid (CTA) our mission is to enable sustainable access to technology and education needed to extend digital inclusion to all. We are closing the digital divide by providing technology and skills to our communities, whilst recycling, reusing and repairing e-waste.

We are looking for someone with good administrative skills who enjoys working with others and has a confident user of smartphones and laptops. This is a great opportunity for someone wishing to grow their technical knowledge whilst supporting members of our community to reach their full potential by accessing the online world. We will provide support on how to safely and securely wipe devices, and reinstall software, as well as how to PAT test if you are interested.

We are especially keen for volunteers who have had lived experience of digital exclusion, and we will provide you with training and equipment where required.

The role will involve:

- logging donated devices in our database
- checking over devices, such as laptops, to make sure the basics work properly: that it turns on and that the speakers, webcam and microphone work properly
- wiping data from devices (training provided)
- updating devices with necessary applications and installing operating systems
- administrative tasks such as organising documentation and stock tidying
- liaising with donors and organisations by email or over the telephone
- other ad hoc tasks related to the running of CTA

All travel expenses will be covered.