**Safeguarding Policy statement**

***At Works4u, we are committed to the safeguarding and protection of children and young people in our work. We will do everything possible to ensure that only those who are suitable to work with children are recruited to work for us. This post is subject to a range of vetting checks.***

***In the process of recruitment, selection and appointment Works4u implement a range of procedures and actions including Police/Enhanced DBS Checks to ensure children and vulnerable people are safeguarded and abuse is prevented.***

**Job Title:** Digital Skills Tutor and Media Support Worker

**Location:** The Lock Stalybridge

**Employment Type:** Full Time

**Job Overview:**

*To provide support to young people whom for a variety of reasons, have barriers’ to educational and social inclusion. The support will include guidance and instruction in digital skills and media.*

We are seeking an enthusiastic and knowledgeable Digital Skills Tutor and Media Support Worker to join our team. This role is designed for a dynamic individual with a passion for teaching digital skills and supporting multimedia projects. The ideal candidate will possess a strong foundation in ICT, hands-on experience with a variety of media equipment, and a knack for empowering others to confidently use technology.

As a Digital Skills Tutor, you will be responsible for delivering engaging and practical digital skills sessions to a diverse range of learners. As a Media Support Worker, you will provide technical assistance and guidance in setting up, using, and troubleshooting media equipment, including podcast recording equipment and VR headsets. Your expertise in ICT and digital media will be vital in helping learners gain valuable skills for both personal and professional development.

**Key Responsibilities:**

* **Digital Skills Tutoring**
	+ Plan, develop, and deliver engaging digital skills training sessions tailored to various skill levels.
	+ Educate learners on fundamental and advanced ICT skills, including basic computer usage, software applications (such as Microsoft Office, Adobe Creative Suite), and online safety practices.
	+ Assess learner progress, provide constructive feedback, and adapt sessions to ensure learning outcomes are met.
* **Media Support and Equipment Handling**
	+ Set up, maintain, and troubleshoot a range of media equipment, including podcast recording gear, VR headsets, cameras, and audio-visual systems.
	+ Provide support to learners using media equipment, ensuring they can operate it confidently.
	+ Ensure all media setups are safe, accessible, and compliant with health and safety standards.
* **Program Development and Evaluation**
	+ Collaborate with the team to continuously improve curriculum materials and resources for digital skills and media support.
	+ Gather feedback from learners to evaluate the effectiveness of training programs and adjust instructional approaches as needed.
	+ Stay updated on new technologies and trends in ICT, media production, and digital skills education to ensure high-quality and relevant training.

**Qualifications:**

* Strong knowledge and experience in ICT and digital media.
* Demonstrated ability to operate, set up, and troubleshoot media equipment such as podcast recording devices, VR headsets, and audio-visual setups.
* Previous experience in a training, tutoring, or teaching role with adult learners or in a community setting is highly preferred.
* Strong communication and interpersonal skills, with a commitment to inclusive, learner-centered instruction.
* A relevant certification in ICT, media production, digital skills, or a related field is preferred.

This role is an exciting opportunity for a tech-savvy, people-oriented individual with a strong desire to make a difference in the digital skills development space. If you have the skills and enthusiasm to support learners in achieving digital competence and media proficiency, we encourage you to apply!

Work Remotely

* No

Job Type: Full-time

Salary: £14ph

Benefits:

* Casual dress
* Company pension
* On-site parking
* Staff outings

Schedule:

* 8 hour shifts
* Monday to Friday (term time only in the probationary period – 3 months)
* Days to be discussed at interview

**To apply – please send your CV to** **Jademulholland@normanmackie.com**

**You will then receive our formal application form to complete & return.**