**Technology Advisor (Workable NI and SkillSET Programme)**

**Job level (grade):** M3

**Directorate (Level 2):** Eye Care Support Services

**Section (Level 3):** Employment and Higher Education

**Reports to:** Employment Services Manager, Northern Ireland

**Responsible for:**

*You will independently develop and deliver ICT training programmes for blind and partially sighted people, using assistive technologies, to help them secure and sustain employment.*

**Financial responsibility:**

*None*

**Key Responsibilities:**

1. To develop and deliver effective tailored IT training for individuals with sight loss in Microsoft applications under a UK-recognised awarding organisation. The aim is to improve their employability skills. Many blind or partially sighted individuals will also require training on using screen reading software like JAWS or magnification software such as ZoomText to access information on computers.

1. To conduct internal assessments and verification as per the UK-recognised awarding organisation’s policies and procedures.

1. To deliver training on an individual and group basis to blind and partially sighted people.  This hybrid role involves both online and in-person training.

1. To provide onsite IT support to service users during work placements and in employment.

1. To provide input to development plans and updating action plans relating to clients on the Workable NI programme.

1. To ensure the IT hardware and software utilised by the employment service is maintained.

1. To signpost and refer clients to appropriate RNIB local and national services.

1. To provide the Employment Team with user feedback and progress reports to ensure employment targets are met.

1. To contribute to the production of information in relation to IT and visual impairment, through learning materials, articles, fact sheets and web pages.

Undertake any other duties as required for the role

**Person Specification**

**Qualifications Required:**

**Essential:** ICT Qualification equivalent to Degree Level.

Minimum European Computer Driving Licence or demonstrated equivalent.

**Skills and Experience Required:**

**Essential:**

* Achieved or willing to work towards an appropriate Assessors award. (For example, Level 3 Qualification in Education and Training (NI).
* Experience of using a range of hardware, software and mobile technology
* Experience in developing, preparing for, and running workshops/training sessions and demonstrations for individuals and groups.
* Experience delivering training in an ICT training environment.

May be required to travel and attend meetings and training as required. This may involve occasional overnight stays.