

**Role Description and Person Specification**

**Intern – Sight Loss Advisor – Befriending**

**Full Time: 37.5 hours**

**Overview**

We are currently seeking an intern to work with us on our befriender projects in 2022 Length of Internship: 9 months

The intern will have the opportunity to become a key part of our team. The work will be focused on advice for people with sight loss, specifically through our My Guide and Tech Befriender projects. The projects support people with a vision impairment to:

* Access technological solutions
* Support independence
* Reduce isolation and re-engage with their communities
* Increase confidence through one to one support and tech solutions

We are keen to accept applications from people of all backgrounds but would particularly welcome those with a vision impairment and those from BAME backgrounds. If our work appeals to you, you have the relevant skills and interests and you would welcome the opportunity to put these skills, enthusiasm and ideas to practical use within our services team, we would be pleased to hear from you.

**What does this opportunity offer?**

This internship offers the opportunity to work with a small, supportive team and gain practical experience in:

* Sight loss advice – supporting people with sight loss to be independent, particularly through the use of technology
* Understanding the impact of sight loss on individuals
* Communications – to support the organisations online profile
* Reporting outcomes to further to aims of the organisation
* Working with a range of people and organisations across the county

**What are the responsibilities of the role?**

The role will be flexible to meet the evolving needs of My Sight Notts and is likely to include:

* Providing person-centred tech-based befriending, advice and guidance service to people with sight loss both at our base and in people’s homes
* Overseeing volunteers to provide a person-centred one to one befriending, advice and guidance service
* Contributing to joint and team working across My Sight Notts, undertaking other tasks as agreed with the line manager
* Ensuring monitoring systems are in place to track activities and to track outcomes effectively
* Some evening and weekend working
* Learning and development opportunities
* Provide additional support as required including organising training and meetings, supporting key organisational events, ensuring documents for staff and services users are available in accessible formats

**Support and Supervision**

The role reports to and is supervised and supported by the Services Manager. This will include regular supervision, regular team meetings, one to one support and staff peer support.



**Person Specification**

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| **Role Dimension** | **Essential Requirements** |
| Experience | Experience of using, talking about and demonstrating smart technology Experience of the issues faced by people with a vision impairment |
| Knowledge  | Knowledge of the barriers to independence people with sight loss face |
| Problem Solving | Ability to reflect, analyse, and seek solutions to problems |
| Planning and Initiative | Well organised with good attention to detail. Able to prioritise effectively, work to agreed timescales and seek support when needed |
| Communication | Excellent written, verbal and telephone communication skillsExcellent listening skills |
| Contacts and Representation | Able to engage service users in a friendly and empathetic manner |
| Practical | Proficient in MS Office packages Able to self-support administrativelyAble to quickly learn new skills and processes |
| Personal Qualities | Flexible approach and excellent interpersonal skillsEmpathetic approach to supporting people with sight loss |