**CHAT English Club Coordinator**

**BEACON is seeking to appoint a Coordinator to manage the CHAT English Club project, facilitating learning at the weekly conversation class, promoting the project to service users, and supervising and supporting volunteers**

*CHAT English Club is a project run by BEACON (Bradford Ecumenical Asylum Concern), a small charity supporting asylum seekers in the Bradford district. CHAT English Club is a weekly group open to asylum seekers, refugees and any other non-English language speakers. It is a fun and friendly learning environment for those wishing to practise their English conversational skills, open to all levels and focusing on conversation, building confidence and enjoyment*.

CHAT English Club is held from 10am-12pm every Wednesday morning at Touchstone, 4 Easby Road, Bradford, BD7 1QX

|  |  |
| --- | --- |
| **Hours** | 5 hours p/week (including 10am-12pm every Wednesday) |
| **Salary** | £18, 870 (pro rata) [NJC Pay Scale 4 Spinal Column 18] |
| **Contract** | The post is for 1 year with the expectation of continuation, dependent on funding |
| **Location** | Touchstone, 4 Easby Road, Bradford, BD7 1QX |
| **Deadline for applications** | 9am, Tuesday 27th November 2018 |
| **Interview date** | Tuesday 4th December 2018 |
| **Start date** | January 2019 |
| **Responsible to** | Team Leader |
| **Holiday entitlement** | 28 days plus 8 public holidays (pro-rata) |

*Application packs including an application form, monitoring form, job description and person specification can be downloaded from the BEACON web site: https://beaconbradford.org/we-are-recruiting-a-chat-english-club-coordinator/* *or by contacting the BEACON office:* [*admin@beaconbradford.org*](mailto:admin@beaconbradford.org) */ 0330 113 7644*

**Please send completed applications to:** [admin@beaconbradford.org](mailto:admin@beaconbradford.org)

**Please note:** CVs will not be accepted. Applicants must complete the application form provided. Applications received after the deadline will not be accepted.