**CHAT English Club Coordinator**

**Job Description**

* To plan and deliver creative and engaging sessions to facilitate learning at the weekly CHAT English Club
* To carry out administrative duties in relation to the above, including but not limited to: accurate record keeping of data for monitoring purposes and producing regular reports to trustees
* To manage resources and materials accordingly
* To plan and coordinate occasional trips to local places of interest and cultural relevance
* To promote the group to asylum seekers, refugees and others, through partner agencies and community groups
* To recruit and provide ongoing support to volunteers to work with students who attend the group, including holding regular volunteer meetings for review and development of practice
* To ensure the CHAT English Club project is compliant with BEACON policies and legal requirements (for example, health and safety, data protection, etc)
* To attend regular BEACON team meetings, BEACON’s annual AGM and Away Day

**CHAT English Club Coordinator**

**Person Specification**

Please refer to the specification below when completing the application form:

*Key*

*E = Essential, D= Desirable*

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **EXPERIENCE** |
| Experience of teaching English to non-native speakers (voluntary or paid) | X |  |
| Experience of recruiting and supervising volunteers | X |  |
| Experience of networking and promoting a project or service |  | X |
| Experience of working or volunteering for a small charity or voluntary organisation |  | X |
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| **SPECIALIST KNOWLEDGE / QUALIFICATIONS** |
| Teaching qualification (eg. TEFL / QTS) |  | X |
|  |
| **SKILLS AND ABILITIES** |
| Able to work both independently and as part of a team | X |  |
| Good organisational skills and the ability to keep accurate records | X |  |
| High level of written and spoken English, with an ability to write brief reports | X |  |
| Good interpersonal skills and the ability to relate to people of different backgrounds | X |  |
| Ability to use IT packages such as Microsoft Word and Excel  | X |  |
| Ability to ensure project compliance with policies and procedures in relation to safeguarding, confidentiality, data protection, health and safety and equal opportunities | X |  |
|  |
| **PERSONAL CIRCUMSTANCES** |
| Ability to work flexibly to meet the demands of the post | X |  |
|  |
| **DISPOSITION / ATTITUDE** |
| Interest in and sensitivity towards the needs of asylum seekers | X |  |
| Respect for cultural, ethnic and religious diversity | X |  |
| Sympathy with BEACON’s Mission Statement and Objectives | X |  |
| A friendly yet professional approach | X |  |