

**CHAT English Club Coordinator**

**Job description**

**Job title**: CHAT English Club Co-ordinator

**Area of work:** Beacon Office

**Reports to**: BEACON Team Leader

**Hours:** 5 hours per week, with flexible working available.

**Salary:** NJC Pay Scale 4 Spinal Column Point 7 (£19,554 pro rata)

**Holiday entitlement**: 28 days plus 8 public holidays (pro-rata)

**Job purpose**: BEACON is a small Christian charity working to support the needs of asylum seekers in Bradford. The role of the CHAT English Club Co-ordinator is to ensure the smooth running and delivery of the CHAT English Club. The club offers English conversation classes to asylum seekers and other members of the community. It is a fun learning environment for those wishing to practise their English conversational skills. The Co-ordinator will also recruit and supervise volunteers. The class is open to all levels and focuses on conversation, building confidence and enjoyment. Currently the classes run every Wednesday morning.

**Key Responsibilities**:

* To work in accordance with BEACON’s policies, charitable objectives, mission and vision at all times
* 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 providing 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 and the volunteers have access to all relevant policies (for example, health and safety, data protection, safeguarding etc.)
* To attend regular BEACON team meetings, BEACON’s annual AGM and Away Day
* To attend relevant training as and when required, to enhance ability to carry out the role
* To perform any other tasks commensurate with pay scale to ensure smooth running of the CHAT English Club project

**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 |
|  |
| **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 |  |
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| **PERSONAL CIRCUMSTANCES** |
| Ability to work flexibly to meet the demands of the post | X |  |
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| **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 |  |