

**CHAT English Club Coordinator**

**Job description**

**Job title**: CHAT English Club Coordinator

**Area of work:** BEACON office / some aspects of the role are suitable for home working / the role will also involve some travel in and around the Bradford district to facilitate additional activities and trips

**Reports to**: Team Leader

**Hours:** 6.5 hours per week (must include 10am-12pm on Wednesdays)

**Contract:** 1 year with the expectation of continuation, subject to funding

**Salary:** £22,369 (pro rata) [NJC Pay Scale 4, SCP 7] dependent on skills and experience

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

**Pension:** 3% employer contribution

**Context:**

BEACON is a charity founded in 2007 to address the varied needs of people seeking asylum in the Bradford district. BEACON’s vision is that the Bradford district becomes a hospitable community where people seeking asylum and refugees are welcome, enjoy access to justice and fair treatment and are supported on their journey to independence and integration. We seek to achieve our vision through 3 projects – Hosting, CHAT English club and McKenzie Friends. The aim of the CHAT English Club is to provide a safe and welcoming space in which people seeking asylum can practise English conversation, build confidence and enhance wellbeing. A key element of the CHAT experience involves regular trips and activities in and around the Bradford district to further enhance opportunities to improve the life experiences of people seeking asylum. A vacancy in our team has arisen to take on this role and we are seeking to appoint an enthusiastic, self-motivated and talented person to take on the coordination and development of the CHAT English Club.

**Job purpose**:

The CHAT English Club Coordinator will be responsible for the successful promotion, planning and delivery of the conversation class, including sourcing opportunities for additional activities, trips & experiences within an agreed budget, and responsibility for the recruitment & supervision of a small team of volunteers.

**Key Responsibilities**:

* To be responsible for the successful co-ordination, planning and delivery of the CHAT English Club project
* To plan and deliver creative and engaging weekly sessions to facilitate the improvement of English conversation skills in a safe and welcoming space
* To manage a small budget and ensure the project is fully resourced with appropriate materials
* To plan and coordinate regular trips to local places of interest and cultural relevance
* To build strong relationships and use creative methods to promote the group with external agencies and community groups
* To recruit, train and provide ongoing support to volunteers, including holding regular volunteer meetings for review and development of practice
* To maximise opportunities for information sharing in relation to entitlements, opportunities and events to empower students to live full lives and be active members of their community
* To ensure appropriate records, data, reports and documentation relating to the project are produced and maintained for information, monitoring and evaluation purposes
* To adopt an innovative and dynamic approach to adapting and developing the project as required and in co-production with people with lived experience
* To ensure the CHAT English Club project is compliant with BEACON policies and legal requirements (for example, health and safety, data protection, safeguarding etc.)
* To attend regular BEACON team meetings, BEACON’s annual AGM and strategic planning day
* To contribute to a culture of equality and demonstrate a commitment to diversity, inclusion and anti-racism
* To work in accordance with BEACON’s policies, charitable objectives, mission and vision at all times
* 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

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

**Person Specification**

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

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|  | **Essential** | **Desirable** |
| **EXPERIENCE** |
| Experience of recruiting and supporting volunteers | X |  |
| Experience of working with refugees or people seeking asylum (voluntary or paid) |  | X |
| Experience of teaching English to non-English speakers (voluntary or paid)  | X |  |
| Experience of working or volunteering for a small charity or voluntary organisation |  | X |
| Lived experience as a person seeking asylum or refugee |  | X |
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| **SPECIALIST KNOWLEDGE / QUALIFICATIONS** |
| English language teaching qualification (TEFL/TESOL) |  | X |
| Knowledge and understanding of issues facing people seeking asylum |  | X |
| Knowledge of Bradford asylum and refugee support agencies |  | X |
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| **SKILLS AND ABILITIES** |
| Able to work independently and as part of a small team | X |  |
| Ability to build relationships with external agencies, community groups and volunteers | X |  |
| Exceptional organisational and time management skills, with the ability to prioritise and manage own workload | X |  |
| Accuracy and attention to detail | X |  |
| High level of written and spoken English, with an ability to write reports | X |  |
| Excellent interpersonal skills and the ability to relate to people from a wide range of backgrounds | X |  |
| Strong IT skills (Microsoft Office)  | X |  |
| Understanding of and ability to ensure project is compliant with policies and procedures in relation to safeguarding, confidentiality, data protection, health & safety and EDI (equality, diversity & inclusion) | X |  |
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| **PERSONAL CIRCUMSTANCES** |
| Ability to work flexibly to meet the demands of the role | X |  |
| Ability to travel in and around the Bradford district to facilitate additional trips and activities | X |  |
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| **DISPOSITION / ATTITUDE** |
| Interest in and sensitivity towards the needs of people seeking asylum  | X |  |
| High levels of self-motivation | X |  |
| Ability to adopt creative thinking and problem solving  | X |  |
| Awareness of and sensitivity towards differences in culture and lifestyle | X |  |
| Sympathy with BEACON’s Vision and Objectives | X |  |
| A friendly yet professional approach | X |  |