



DEVELOPMENT WORKER: VOLUNTEER TUTOR PROJECT – 0.8 FTE/28 hours per week

JOB TITLE: Development Worker - Volunteer Tutor Project

SALARY: £24, 171 with an employer contributory pension 6% (pro-rata)

REPORTS TO: Strategic Manager - Volunteer Tutor Project

SUPERVISION: Strategic Manager - Volunteer Tutor Project

PURPOSE OF THE POST: To recruit, train and support volunteer ESOL tutors within our Volunteer Tutor Project. To contribute to the development of a national network of volunteer co-ordinators, working with volunteer ESOL tutors Scotland-wide.

OVERARCHING RESPONSIBILITY:

Ensuring that volunteers are well trained and well supported within the Volunteer Tutor Project. Sustaining volunteer-run ESOL provision and maintaining high standards for learners. Hosting bi-annual events for coordinators of ESOL volunteers from across Scotland. Promoting Glasgow ESOL Forum services through networking and maintaining a presence on social media.

KEY RESPONSIBILITIES

VOLUNTEER TUTORS

- To identify and address volunteer ESOL tutors' training and development needs, including delivery of training sessions
- To develop resources for working with volunteer ESOL tutors and share with ESOL providers throughout Scotland.
- To recruit, induct, supervise and support volunteer ESOL tutors
- To monitor and evaluate volunteers' progress and evaluate volunteers' progress

SERVICE STANDARDS AND QUALITY

ESOL Volunteer Tutor Project Delivery

- To ensure that learners, volunteer tutors and partners are involved in the design of programmes and services which address learners' needs
- To plan, monitor and evaluate programmes and services delivered by volunteer tutors
- To ensure that service provision meets the required standard and quality, and comply with professional standards and national requirements including accredited assessments where relevant
- To maintain administrative systems and ensure that all computerised and manual records, including monitoring and tracking are up to date and comply with General Data Protection Regulation
- To ensure that services adhere to the organisation's policy and practice on Inclusion, Equalities, Equal Opportunities and Anti-Discrimination



- To keep updated on developments and research findings in the field
- Participate in team meetings

Workplace

- To ensure that premises, equipment and resources are kept in a good state of repair and fit for purpose
- To adhere to the policies and procedures of the organisation

Partnerships/networking

- To develop working relationships with volunteer co-ordinators across Scotland
- To maintain effective partnerships with external agencies and play an active role in local networks
- To represent Glasgow ESOL Forum, as and when, appropriate

FINANCE AND MARKETING

- Marketing of the Volunteer Tutor Project and Glasgow ESOL Forum as a whole, using our web site, social media and quarterly newsletter
- To handle volunteer and learner expenses

REPORTING

- To report quarterly to the strategic manager on progression of volunteers and learners

OTHER

- The post will require occasional evening and weekend duties

PERSON SPECIFICATION

Essential	Desirable
Educated to degree level or equivalent, with relevant professional qualification in ESOL	
Significant experience in teaching ESOL, including ESOL literacies, to adults	Experience of ESOL teaching in a community setting, in the UK
Knowledge of standards and quality in ESOL in Scotland	
Experience of planning and delivering teacher training programmes to adults and monitoring and evaluating outcomes	Qualification in teacher training and/or training
Experience of recruiting and supporting volunteers to work with others	Qualification in working with volunteers
Knowledge of organisations working in the delivery and development of ESOL, literacies and adult learning	In-depth knowledge of ESOL provision and services in Greater Glasgow
Knowledge of working with voluntary sector organisations	Experience in establishing positive working relationships between voluntary sector organisations
Experience of working with diverse ethnic minority groups	Experience of developing resources which meet the needs of diverse ethnic minority groups
Experience of monitoring and evaluating services, and their impact on individuals	
Experience in using social media to promote an organisation.	Running campaigns, including fundraising using social media.
Competency in IT (MS Office, internet, email, databases, online sharing)	Experience of marketing using social media
Ability to work on own initiative, independently and as a team member	
Proven negotiation, interpersonal, presentation and communication skills	Experience in giving presentations to other professionals
Commitment to Inclusion, Equalities, Equal Opportunities and Anti-Discriminatory practice	