



Job Description – Development Worker, Volunteer Tutor Project (Full time)

JOB TITLE: Development Worker - Volunteer Tutor Project

SALARY: £25,650 with an employer contributory pension 6%

DETAILS: Full time (35 hours per week). Fixed term until end March 2023 (possible extension, depending on funding).

REPORTS TO: Strategic Manager - Volunteer Tutor Project

SUPERVISION: Strategic Manager - Volunteer Tutor Project

LOCATION: This post is currently mostly home-based, with service delivery online and in-person. Following the end of covid restrictions, this post will be based in our offices, with occasional homeworking.

PURPOSE OF THE POST:

To recruit, train and support volunteer ESOL tutors within our Volunteer Tutor Project. To further develop a national network of volunteer co-ordinators, working volunteer ESOL tutors Scotland-wide.

OVERARCHING RESPONSIBILITY:

Ensuring that volunteers are trained and 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.

KEY RESPONSIBILITIES

VOLUNTEER TUTORS

- To recruit, induct and support volunteers assisting with ESOL learning, in the community and online
- To welcome volunteers from diverse backgrounds and address barriers to volunteering
- To identify and address volunteer ESOL tutors' training and development needs, including delivery of training sessions
- To support the delivery and assessment of PDA ITESOL
- To develop resources for working with volunteer ESOL tutors and share with ESOL providers throughout Scotland
- To monitor and evaluate volunteers' progress

SERVICE STANDARDS AND QUALITY

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 and volunteer language assistants

- 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 (office, community and home working area) equipment and resources are kept in a good state of repair and fit for purpose

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

- To contribute to the marketing of the Volunteer Tutor Project using our web site, social media and quarterly newsletter
- To handle volunteer and learner expenses

REPORTING

- To report to the strategic manager on progression of volunteers and learners, ahead of funding reports and reports to Board of Directors

OTHER

- The post will require occasional evening and weekend duties

PERSON SPECIFICATION

Essential (E)	Desirable (D)
1. Educated to degree level or equivalent, with relevant professional qualification in ESOL	
2. Significant experience in teaching ESOL – online and in person, including ESOL literacies, to adults	1. Experience of ESOL teaching in a community setting, in the UK
3. Knowledge of standards and quality in ESOL in Scotland	
4. Experience of planning and delivering teacher training programmes to adults	2. Qualification in teacher training and/or training
5. Experience of recruiting and supporting volunteers to work with others	3. Qualification in working with volunteers
6. Knowledge of organisations working in the delivery and development of ESOL, literacies and adult learning	4. In-depth knowledge of ESOL provision and services in Greater Glasgow
7. Knowledge of working with voluntary sector organisations	5. Experience in establishing positive working relationships between voluntary sector organisations
8. Experience of working with diverse ethnic minority groups	6. Experience of developing resources which meet the needs of diverse ethnic minority groups
9. Experience of monitoring and evaluating services, and their impact on individuals	
10. Competency in IT (MS Office, internet, email, databases, online sharing)	7. Experience of marketing using social media
11. Ability to work on own initiative, independently and as a team member	
12. Proven negotiation, interpersonal, presentation and communication skills	8. Experience in giving presentations to other professionals

13. Commitment to Inclusion, Equalities, Equal Opportunities and Anti- Discriminatory practice	
--	--