



## Job Description & Person Specification

### POST DETAILS

|                        |   |
|------------------------|---|
| <b>Job title:</b>      | CIS ESOL & Digital Coordinator  |
| <b>Team/Programme:</b> | Wellbeing Programme   |
| <b>Responsible to:</b> | Wellbeing Coordinator   |
| <b>Contract:</b>       | Part-time, 28 hours per week<br>1-year contract, with possible extension subject to funding   |
| <b>Salary:</b>         | £21,126 (£26,408 pro rata for 28 hours per week)  |
| <b>Place of work:</b>  | CIS office: Albany Centre, 44 Ashley Street, Glasgow G3 6DS<br>CIS also supports hybrid working   |
| <b>Days of work:</b>   | Our standard working days are Monday to Friday, 8am – 6pm<br>Your schedule will be agreed with your line manager.<br>Occasional out-of-hours working may be required and TOIL (time off in lieu) will be granted where this is necessary. |
| <b>Annual leave:</b>   | 20 days of Annual Leave and 12 days of Public Holiday pro rata of allocation for a full-time post of 25 days of annual leave and 15 days of public holiday a calendar year.   |
| <b>Pension:</b>        | 5% contribution from employer   |

### JOB DESCRIPTION

#### Aim of the post:

- To oversee the day-to-day organisation and delivery of online and face-to-face ESOL and digital inclusion classes.
- To build and manage a team of volunteer teachers to deliver ESOL and digital inclusion classes, including recruitment, training and supervision.
- To regularly monitor and evaluate the ESOL and digital services that CIS provides.
- The role will also include managing and distributing digital devices that can provide support to learners and people referred for digital devices.

#### Main Tasks:

1. Support the Wellbeing Coordinator with delivery of the ESOL project
2. Ensure high quality provision across ESOL classes (online and face-to-face) that is appropriate to clients' needs
3. Work collaboratively with other coordinators on educational support

4. Participate in referrals, team meetings and other meetings as required
5. Maintain up-to-date client and tutor information records
6. Represent CIS with external stakeholders and develop effective external networks
7. Signpost clients to other services as appropriate
8. Monitor and evaluate the ESOL services that CIS provides
9. Support volunteers with training, equipment and resources as appropriate
10. Manage petty cash for the ESOL project
11. Ensure that all ESOL related data is processed in line with CIS's GDPR policy
12. Other related activity as may arise, in negotiation with postholder.

## **PERSON SPECIFICATION**

### **ESSENTIAL**

1. Recognised ESOL teaching qualification (minimum CELTA or Cert TESOL)
2. Experience of ESOL teaching and supporting others to teach
3. Experience of managing others / volunteers
4. A creative and participatory approach to learning
5. Ability to communicate clearly with people from diverse backgrounds
6. Ability to motivate and engage people, listening to others and working in a non-judgemental way that develops trust
7. Friendly, warm and patient manner
8. Reflective approach to professional practice
9. Good organisational and administrative skills
10. Excellent communications skills and written English skills
11. Demonstrable commitment to equality and social justice
12. Commitment to maintaining appropriate confidentiality
13. The ability to work effectively in a team as well as independently and use initiative to achieve objectives, consulting with relevant team members as appropriate

### **DESIRABLE**

- a) Lived experience of the issues faced by the CIS service user group
- b) Ability to speak one or more of the first languages of the CIS client group
- c) An understanding of the voluntary sector in the UK

Community InfoSource is a registered Scottish Charity, No: SC049135

Albany Centre, 44 Ashley Street, Glasgow, G3 6DS / 0141 258 2773 / info@infosource.org.uk