

Job Description

Position: ESOL Group Facilitator (Saturday Conversation Café)
Report to: Learning & Development Manager

Purpose of job

To create a welcoming and safe community based space for individuals and families to engage in English for Speakers of Other Languages (ESOL) conversations in order to develop their language skills.

Key Duties

- Plan a programme of fun and engaging ESOL activities that are appropriate to run within a drop-in conversation café environment, in consultation with group participants to ensure the session content is suitable for their needs
- Deliver weekly group sessions from The Broomhouse Hub cafe, facilitating conversations between participants, motivating and encouraging everyone to take part
- Brief volunteers at the beginning of each session to explain session aims and objectives
- Track and record attendance of classes, keeping a register of all participants
- Continually monitor the effectiveness of the programme by seeking feedback from participants to ensure the sessions meet their needs, feeding back ideas and challenges to the Project Manager
- Promote the Conversation Café to the local community to raise awareness
- Complete a written brief at the end of each session, including feedback from participants and volunteers
- Arrange any materials or equipment needed for the sessions, getting prior permission for any expenditure from the Project Manager
- Undertake other activities as directed by Line Manager or CEO to support the needs of the organisation

Teamwork & behaviours

- Work to Space and sector legislative, ethical, policy and procedural requirements
- Understand the requirement for confidentiality in our work
- Care for the work environment to promote effective and harmonious working
- Nurture a culture of kindness, upholding the integrity of Space and living our values
- Continuously monitor your area of responsibility and identify areas for improvement and organisational learning
- Undertake relevant Continuing Professional Development and training

Line Management

- Report to the Learning and Development Manager on a weekly basis
- Attend a monthly meeting with the Learning and Development Manager

PERSON SPECIFICATION

| Knowledge, skills & experience | |
|---|-----------|
| A minimum of one years' experience directly supporting people who are learning English as a foreign language | Essential |
| A professional qualification in community education, or another topic you feel is relevant and beneficial to this role. Or be able to demonstrate similar level of knowledge through work experience. | Essential |
| Understanding of the importance of English for Speakers of other languages (ESOL) as a vital life skill, with a strong desire to support people to develop their English | Essential |
| Excellent English communication skills – listening, writing and speaking | Essential |
| A sound understanding of the needs and challenges faced by people from minority ethnic backgrounds, in particular those who are living in areas of deprivation | Essential |
| Experience of working with a wide range of people, particularly those from minority ethnic communities and those who have faced challenging life circumstances | Essential |
| Experience of designing, delivering and evaluating community group conversation sessions in order to enable learners to develop their English speaking skills | Essential |
| Be able to demonstrate how to engage group attendees in the design and evaluation of group conversation sessions | Essential |
| Be aware of safeguarding procedures | Essential |
| Be organised in order to keep accurate records and produce relevant data for funder reporting | Essential |
| Have a good understanding of health and safety practices including carrying out risk assessments | Essential |
| Have a flexible leadership style with the ability to motivate others, challenge where appropriate, and deliver/receive constructive feedback | Essential |
| Hold A teaching English qualification such as CELTA or TEFL. | Desirable |
| Competent and comfortable with the use of the Microsoft Office software (Word, Excel, PowerPoint, Outlook, Teams) | Desirable |
| Experience of managing, training and supporting volunteers | Desirable |
| Knowledge of support services across Edinburgh in order to signpost | Desirable |
| | Essential |
| Values & personal attributes | |
| Be prepared to live our values and nurture a culture of compassion and kindness | Essential |
| Be self-motivated, driven to work to the best of your ability with minimal supervision | Essential |
| Have a positive, can-do attitude, adaptable and ready to take on new challenges | Essential |
| Have excellent interpersonal skills and confidence to naturally form relationships with a range of people of all ages and walks of life | Essential |
| Be patient and respectful of all people, whatever their background | Essential |
| Be a role model for staff and stakeholders, showing optimistic, determined and positive leadership to support our organisational aims and outcomes | Essential |
| Have an appreciation for the impact of, and a desire to work in, the charity sector | Essential |