St. Sidwell's Community Centre

We are looking for an ESOL and Education Administrator

St Sidwell's Community Centre

St Sidwell's is a diverse and vibrant community centre in the heart of Exeter. We are an independent charity that provides opportunities for people of all abilities and ages, and from any background, to meet and work together. We offer volunteering and work-experience placements, run a community cafe, bakery and cookery school, hire rooms to local organisations, grow veg, compost food waste, run ESOL classes and support refugees - and lots more. We have a small staff team, and lots of committed volunteers. You can find out more about our work on our website: www.stsidwells.org.uk

ESOL and refugee, asylum seeker and migrant support at St Sidwell's

We provide free English for Speakers of Other Languages Classes in Exeter and Devon. St Sidwell's is the largest 3rd sector ESOL provider in Devon (excluding Plymouth) and has been offering free ESOL classes, taught by volunteer teachers, for more than 10 years. We offer a range of different provision:
- Free classes open to all – including migrant workers, refugees, students.
- In addition, we have contracts and grant funding to specifically support ESOL provision for Syrian refugees through the VPRS programme, Afghan refugees through ACRS and ARAP programmes, and Hong Kong British National (Overseas) visa holders.

Job Description

The aim of this role is to support the smooth running of our ESOL programme. It's a varied role that involves essential administration, coordinating activities and working with our volunteers and English language learners. All our staff have opportunities to get involved in other project areas too.

We also have ESOL teaching opportunities available and if a suitable qualified candidate is offered this role, there will be opportunities to expand the role to include some teaching. This will be contracted separately as additional hours.

ESOL class administration and coordination
- Booking rooms for classes at St Sidwell's and offsite locations

St Sidwell's Community Centre,
Sidwell Street,
Exeter, EX4 6NN

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- Creating and collecting digital class registers and learner information as appropriate and required through our policies and funding agreements
- Scheduling new ESOL classes as required
- Setting up rooms and IT equipment for classes
- Promotion of classes
- Creating flyers, posters, social media and web content to advertise classes and other activities
- Responding to queries from learners and potential learners – enrolling learners in appropriate classes, language assessments for appropriate class level
- Coordinating and supporting ESOL teachers with printing and admin
- Coordinating and supporting training sessions for ESOL teachers
- Collecting and collating feedback and evaluation data

ESOL classes
- Acting as an assistant teacher for classes when needed
- One-to-one support for ESOL learners when required

Other educational activities
- Coordinating educational and cultural activities according to needs and interests of groups and in line with funding agreements (includes coordinating groups and facilitators/teachers, advertising and setting up online events, collecting feedback and data)
- Supporting with other educational activities for refugees, asylum seekers, ESOL learners and wider public at St Sidwell's (such as cookery classes or employability projects) as required and agreed with your manager

Other duties
- Participating in team meetings and Centre wide projects or events
- Any other duties as required by St Sidwell's Centre

The job description is not exhaustive and may change depending on the need and development of the project and organisation.

Supervision

The ESOL and Education Administrator/Assistant will report to the ESOL Manager.

Skills, experience & qualifications

We are looking for someone with the following experience, skills and qualifications:

Essential
- Strong administrative skills
- Well-organised, flexible and comfortable working independently as well as part of a team
- Excellent communicator and able to establish rapport with a wide range of people
- Commitment to St Sidwell's values of compassion, inclusion, participation and respect for others and confidence working with people from diverse backgrounds

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- An understanding of the experiences and needs of refugees and asylum seekers
- Confident working with Microsoft Office suite

Desirable

   Practical experience teaching ESOL
- Experience working with refugees and asylum seekers
- Experience working in cross-cultural contexts
- Experience working with and supporting volunteers
- Experience coordinating projects or activities
- Experience using social media in a professional context and updating Wordpress websites

The role will be subject to an enhanced DBS check.

Contract: Subject to discussion with the successful applicant, but minimum of six months.

Hours: 22.5 hours per week

Pay: £12.05/hour

Holiday: Full-time equivalent employees are entitled to 33 days pa including bank holidays, holiday will be calculated on a pro rata basis

Place of work: This role will involve a mixture of work at St Sidwell's Community Centre with some travel within Devon and with the option for some work from home.

Pension: 3% employer contribution

Start date: ASAP

Applications: To apply, please complete the application form available on our website and return to manager@stsidwells.org.uk. You should include all relevant qualifications and experience to help demonstrate that you have the skills we have described as necessary.

Application deadline: 15th August at 9am

Interviews: 23rd or 25th August
Start date: Early September if possible

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