

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