

Role Information

- **Days and hours:** Monday or Wednesday from 10am to 4pm for planning. Once a month, Saturday from 10am to 3pm. Delivering activity/outing/workshop
- **Term:** Minimum commitment of 3 months
- **Reporting to:** Family Support Lead
- Volunteers are entitled to travel expenses to and from the place of work (and lunch for each full day). Please note expenses will be reimbursed against receipts only.

About the role

The post involves planning and delivering a diverse programme of family activities that seeks to engage children and parents/carers to get together and spend quality time. As a Volunteer Facilitator you will be working with Latin American children (mainly Spanish-speakers) aged 5-12 years old, who have recently migrated to the UK and are not yet in school or have only just started.

Main tasks and responsibilities

- Work together with the Family Support Worker to plan and deliver monthly outings/trips with a creative, educational and social objective;
- Plan Workshops and Talks for parents in collaboration with the Family Support Worker: workshops conducted by yourself, external specialists or IRMO's staff to tackle identified needs (e.g. positive parenting, school in the UK, bullying, housing etc.);
- Promote a safe and inclusive learning environment that is free from discrimination of any kind;
- Record families attendance, session plans and any observations at the end of every session for monitoring purposes;
- Ensure that activities are safe and report any H&S concerns to the Family Support Worker;
- Adhere to IRMO's Safeguarding procedures and report any safeguarding concerns;
- Meet regularly with the Family Support Worker to evaluate and monitor activities and children's progress;
- Create a quarterly document to inform about children/families orientated activities.;
- Including a list of half term activities with childcare for children with parents that have to work/breakfast clubs, afternoon wrap around, extracurricular activities, etc.

Person specification

- Very good written and spoken communication skills in English and Spanish is essential;
- A flexible and enthusiastic individual, who is confident with working in a multicultural and multilingual environment;
- Strong interest and experience in working with children and their families in creative and/or educational set;
- An understanding of safeguarding and commitment to promoting children's welfare;
- A warm, friendly, patient, enthusiastic and empathetic approach towards children and their families;
- Good time management and organisational skills;
- Good interpersonal and communication skills and attention to detail;
- Ability to work effectively with a diverse population of service users, staff and external visitors;
- Ability to set own work priorities, take initiative and work with minimal supervision;
- Be committed to the principles of equal opportunity in the workplace.

Additional Requirements

- Two references from current/previous employers;
- Enhanced DBS Check (completed through IRMO);
- Safeguarding Level 1 certificate (completed through IRMO);
- One month trial period.

Benefits from Volunteering at IRMO

- Gives the opportunity of helping others and to give back;
- Creates an ideal space to learn new skills in a multicultural, cooperative and inspiring environment;
- Get involved with the Latin American Community and increase knowledge of the situation of Latin American migrants in the UK;
- Helps to gain experience and strengthen previous skills to face UK's competitive job market;
- Enhance CV and get references (after 3-month period) for further impact on the employment status;
- Participate in training sessions with high quality learning outcomes (in-house and external) in areas related to the role;
- Receive regular supervision and support.

Click [here](#) to find out more about us



THANK YOU FOR YOUR SUPPORT