

COMMUNITY COFFEE MORNING (PROJECT FACILITATOR)



Role Information

- **Days and hours:** Flexible (Depending on availability)/ 10 hours per month
- **Term:** Minimum commitment of 6 months
- **Reporting to:** Education, Training & Employment Manager
- 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

Monthly coffee mornings will take place at a local community café or partner organisation. We are looking for an enthusiastic individual interested in working with the Latin American and local community. This project and activities have the purpose of boosting community networking, integration and facilitating language and cultural exchange. The sessions will be loosely facilitated around a theme – initially planned by the “English for all” team and then by the group. Guests from the local area (community entrepreneurs, local charities, and local projects) will be invited to talk about what is going on and ways to get involved in the community.

Your Role as Project Facilitator will be to get in touch and ensure the participation of the community on your group meetings once a month. You will host and plan activities outside of IRMO helping individuals to integrate with their local community and encourage them to visit such locations on their own at other times. You will propose a theme for each coffee morning, and choose discussion topics in accordance with the groups needs and interest, and facilitate conversations and cultural exchange between them.

Main tasks and responsibilities

- Attend three hours (Coffee morning) meetings with participants (once a month);
- Attend volunteer meetings and supervision sessions when required;
- Write brief reports of each session;
- Keep record of participants;
- Build networks with local organisations and/or projects.

Person specification

- Verbal and written communication skills in Spanish or Portuguese (desirable);
- Excellent listening and interpersonal skills;
- Tolerant and respectful towards individual differences;
- You must be able to work independently without much direct supervision and be confident and enthusiastic in working in a multicultural and multilingual.

Additional Requirements

- Two references from current/previous employers;
- Basic 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.

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THANK YOU FOR YOUR SUPPORT