

PROJECT ASSISTANT

(EDUCATION, TRAINING & EMPLOYMENT)



Role Information

- **Days and hours:** 15 hours a week
- **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

This role sits within our English for All project, which provides ESOL and conversation classes and workshops on access to services. As Project Assistant, you will work closely with the Programme Manager and will engage in a variety of IT and administrative tasks; including data input, monitoring, and course administration. You will support in the organisation of community events and contribute to the development of community networking.

Main tasks and responsibilities

- Support the Programme Manager on a wide variety of activities;
- Assist with general day to day administrative tasks including organising English classes and teachers;
- Help with any queries which students may have;
- Support with data entry as well as managing and updating the database;
- Create relevant documentation;
- Carry out basic research, for example on local ESOL provision;
- Undertake general administration, for example filing, emailing, and contacting teachers and students;
- Help during the student enrolment process; Organise material for courses and workshops;
- Support the monitoring and evaluation process and writing report;
- Support organizing community events;
- Support the promotion of all activities through IRMO's web page, social media, newsletters and other methods;
- Attend regular staff meetings;
- Attend regular one to one with your line manager.

Person specification

- Excellent written and spoken communication skills in English and very good Spanish;
- Administrative skills and IT skills and good attention to detail;
- Non-judgemental, patient, friendly and compassionate approach;
- Excellent listening and interpersonal skills;
- Organised and good time management skills;
- Able to work independently without much direct supervision;
- Confident and enthusiastic in working in a multicultural and multilingual environment;
- Ability to handle confidential or sensitive information;
- Commitment to working to the organisation's policies and procedures.

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.

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THANK YOU FOR YOUR SUPPORT