

# EMPLOYMENT SUPPORT ASSISTANT



## Role Information

- **Days and hours:** 7 hours a week
- **Term:** Minimum commitment of 6 months
- **Reporting to:** Employment Support Worker
- 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

IRMO's Step Up project aims to support low-paid Latin American workers to improve their employment conditions and move into better-paid jobs and wellbeing. Your contribution will be essential in promoting economic self-sufficiency and social integration. The project is not only beneficial to the participants, but also to their families and the community as a whole. Your role will be therefore pivotal to IRMO's strategy of empowering its users to help themselves and produce a positive broader social outcome.

## Main tasks and responsibilities

- Aiding and supporting the Employment Support Worker in their day-to-day work;
- Supporting individuals with CV & cover letter writing;
- Doing follow up calls with project participants in order to maintain engagement in the project;
- Update job database with employers - Assisting with the running and delivery of employability workshop;
- Carrying out monitoring and reporting tasks/updating Views;
- Ability to work effectively as a member of a team and with a diverse population of service users, volunteers and staff;
- Ability to set own work priorities, take initiative and work with minimal supervision

## Person specification

- Verbal and written communication skills in English, Spanish are essential (Portuguese language desirable);
- Qualified to degree level preferably in a relevant field;
- A flexible and enthusiastic individual, confident working in a multicultural and multilingual environment;
- Good interpersonal and communication skills and attention to detail.

## **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**