

Role Information

- **Days and hours:** 4 hours per week. 2 hours on Thursday from 5pm to 7pm (during workshop) + 2 hours for admin support.
- **Term:** Minimum commitment of 3 months
- **Reporting to:** Youth Worker & Coach
- 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

We are looking for an enthusiastic Programme Assistant to support the activities of the Latin American Youth Forum (LAYF). LAYF works with recently arrived Spanish/Portuguese speaking young people aged 13-19 years old and offers a dynamic and interactive programme of activities including: 1) Targeted ESOL Classes (basic and intermediate level), 2) Creative/Skills Building Workshops, 3) Individual Education and Employment Mentoring. You will be supporting the Youth Worker & Coach with promoting the LAYF activities far & wide to attract new participants, creating newsletters and useful resources for current participants, supporting with monitoring and evaluation, contributing ideas for workshops and preparing sessions with the Youth Worker. You will also be mentoring young people supporting them in their education or employment journey.

Main tasks and responsibilities

- Create digital resources for young people including newsletters, 'how to' content, flowcharts on careers/personal development paths, social media posts to promote current activities and to communicate the impact of LAYF to funders and supporters;
- Support with monitoring the impact of activities and evaluating the young people's progress by giving out questionnaires, feedback forms, inputting data on CRM database and collecting case studies;
- Support the Youth Worker & Coach with planning creative and skills building workshops, liaising with potential external facilitators and with organising feedback sessions with participants;
- Mentor young people who are new to London and need support with accessing education or progressing with further education, who are looking for employment or to become employment ready, and/or with settling in a new environment;
- Adhere to IRMO's Safeguarding procedures and report any safeguarding concerns.

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 young people in creative and/or educational setting;
- A warm, friendly, patient, enthusiastic and empathetic approach towards young people with complex needs;
- Ability to communicate appropriately to diverse audiences and to work effectively with a diverse demographic of service users, staff and external visitors;
- Good time management and organisational skills;
- Ability to set own work priorities, take initiative and work with minimal supervision;
- An understanding of safeguarding and commitment to promoting children's welfare;
- 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 you the opportunity to help others and give back to the local community;
- Learn about the challenges that migrant communities face in London and how to overcome them;
- Creates an ideal space to learn and practice new skills in a multicultural, cooperative and inspiring environment;
- Helps to strengthen useful skills including project and time management, communication, facilitation and IT to be ready for the UK's competitive job market;
- Enhance CV with useful skills and insight knowledge on how small/medium charities operate in the UK, with references after completion of the 3-month period;
- Participate in training sessions with high quality learning outcomes (both in-house and external) in areas related to the role;
- Receive regular feedback, supervision and support.

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