



JOB TITLE: Project Assistant - Education, Training and Employment (Spanish and Portuguese speaker)

Role Information

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| Hours | Part-time, 22.5 hours per week |
| Contract | Fixed-term until August 2021 |
| Reporting to | Programme Manager, Education, Training & Employment |
| Pay band | £22,246 (pro-rata) |
| Annual leave | 30 days per year (pro-rata) |
| Deadline to apply | 20 January 2021 |

About IRMO

IRMO is a community-led organisation that provides Latin Americans (and Spanish and Portuguese speakers more widely) with tools and information in an empowering process to build secure, independent and integrated lives in the UK using a rights-based approach. We do this through a flexible and comprehensive approach addressing a wide range of needs at a number of levels. Our work with the community spans three main areas • Education, training and employment • Advice • Children, Young people and families. Building on over three decades' experience, we aim to build a stronger and more resilient community. More information can be found at www.irmo.org.uk

About the Role

The postholder will support IRMO's Education, Training and Employment activities and undertake a range of admin, monitoring and evaluation duties. A high level of admin skills and attention to detail are required.

Key Duties & Responsibilities

Project Delivery

- Ensure accurate and complete records of users and activities according to funders' requirements
- Undertake general administrative duties, e.g. filing forms, emailing, phoning users, contacting different stakeholders
- Organise and coordinate workshops and other events
- Input data in IRMO's database



- Support the Education, Training and Employment activities, including enrolment of learners in English classes

Monitoring & Evaluation (M&E)

- Produce regular monitoring and evaluation reports and updates for Programme Managers or Director
- Identify and write case studies to include in final reports
- Conduct surveys to assess the needs of the community

Safeguarding

- Have an excellent understanding of IRMO Safeguarding Policies

HR

- Attend regular training and development opportunities according to the Training Development Plan
- Attend regular supervision, stand-up, area and team meetings at IRMO as required

Communication

- Communicate with users to assess their satisfaction with service or to follow up on their circumstances
- Link with team managers to conduct performance evaluations
- Communicate with different stakeholders to promote IRMO and project activities
- Create and share relevant information through IRMO's communication and social media channels

Other

- Ensure sensitive information is kept safe and confidential and documents are carefully filed
- Participate in meetings and collaborative learning and evaluation sessions with partner organisations
- Undertake any other work, consistent with the purpose of the post, as directed by the Programme Manager

Person Specifications

E=Essential

D=Desirable

Skills and abilities

- Excellent written and spoken communication skills in English, Portuguese and Spanish (E)
- Competence in Google Workspace (formerly G Suite), online video conferencing tools (Zoom, Skype, Google Hangout Meets), Word, Excel, PowerPoint (E)
- Excellent organisational skills and attention to details (E)
- Ability to cope with pressure and manage time and workload effectively (E)
- Ability to apply innovation and creativity to solve problems and improve systems in use (E)
- Ability to work collaboratively with colleagues who have diverse skills and talents, sharing ideas, improving each other's work and working together to deliver agreed programme objectives. (E)
- Ability to handle confidential or sensitive information (E)
- Ability to maintain appropriate boundaries with users (E)
- Commitment to working to the organisation's policies and procedures. (E)

Experience

- At least six month r experience in a similar role (E)
- Experience in using M&E tools, processing data and contributing to impact reports (D)

Knowledge

- Understanding of issues facing by Latin American migrants in the UK (E)
- Knowledge of the UK not-for-profit (D)

Personal Qualities

- Professional and positive attitude (E)
- Self-motivated and resourceful (E)
- Aligned and committed to IRMO's mission, vision and values (E)
- Committed to applying a non-judgemental, non-discriminatory and non-hostile approach when dealing with migrant communities (E)
- Non-judgemental, patient, welcoming and friendly approach, respecting people's circumstances and feelings. (E)



HOW TO APPLY

Please send your [application form](#) by email to: recruitment@irmo.org.uk with the title of the position for which you are applying in the subject line. **Please do not send CVs as we do not shortlist from CVs.**

Note the following key dates:

- **The deadline for applications** is midnight on **20th of January**. Late applicants won't be included in the selection.
- **Interviews** will likely be held remotely on the week starting on the **25th of January**.

If you wish to discuss your application, please contact **Valentina Alfano, Programme Manager – Education Training and Employment**, at valentina.alfano@irmo.org.uk

We wish you the best of luck with your application.

