

## Role Information

- **Days and hours:** 3/4 hours a week
- **Term:** Minimum commitment of 3 months
- **Reporting to:** Education, Training & Employment Manager
- **Location:** Online Deliver.

## About the role

IRMO's Step Up project aims to support low-paid Latin American workers to improve their employment conditions by moving into better-paid jobs and - as well as improving their wellbeing.

Your contribution will be essential in supporting the users with English skills to be better prepared for their future employment. The e-mentoring sessions will focus on building students' confidence in their language skills and expand their vocabulary for a specific working environment. The mentor will also support the mentee to prepare for interviews and complete job applications.

## Main tasks and responsibilities

- Deliver weekly online 1:1 sessions (1 hour each session);
- Support individuals with CV, Job applications, Interviews;
- Ensure learner' engagement during the session;
- Create a safe and inclusive learning environment, identify gaps and adapt activities to learner' needs;
- Prepare sessions in advance;
- Undertake administration required: attendance, accurate logbooks, updating resources if necessary, store relevant files and information;
- Record learner progress and keep relevant notes;
- Support to create case studies;
- Record indicated outcomes for each learner at the end of term;
- Maintain strong lines of communication with the Employment Support Worker and the Programme Manager.

## Person specification

- We are looking for enthusiastic individuals with a passion for teaching;
- We ask for either a formal teaching qualification (CELTA, CertESOL or similar) or prior experience in teaching English to speakers of other languages;
- You must be confident and enthusiastic about working in a multicultural and multilingual environment and be committed to the principles of equal opportunity;
- Excellent management and organisational skillsThe ability to develop and maintain relationships, with good interpersonal skills;
- A genuine desire to support vulnerable migrants is essentialYou must be supportive and non-judgemental regardless of students' age, race, sexuality, religion or disability;
- A flexible approach to working with beneficiaries whose needs may vary or change over timeAbility 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.

## 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.

Click [here](#) to find out more about us



**THANK YOU FOR YOUR SUPPORT**