



## PROJECT ASSISTANT - Education, Training & Employment (Spanish and Portuguese speaker)

### Role Information

<b>Hours</b>	Part-time, 22.5 hours per week
<b>Contract</b>	Fixed-term, ending March 2022 with possibility of extension
<b>Reporting to</b>	Programme Manager - Education, Training & Employment
<b>Pay band</b>	£22,427 to £23,803 (pro rata)*
<b>Annual leave</b>	30 days per year (pro rata)
<b>Deadline to apply</b>	17th of October

\*annual increments from starting salary £22,427

### 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 covers three main areas: Advice; Education, Training & Employment; and Children & Young People. More information can be found at [www.irmo.org.uk](http://www.irmo.org.uk).

### About the Role

The post-holder will support IRMO's Education, Training & Employment activities, and undertaking a range of admin, monitoring and evaluation duties.

### Key Duties & Responsibilities

#### Project Delivery

- Support all activities involved in the delivery of IRMO's Education, Training & Employment projects
- Undertake general administrative duties, e.g. filing forms, emailing and phoning users
- Ensure accurate and complete records of users and activities according to funders' requirements and in compliance with IRMO's Data Protection Policy as well as any other relevant policies and procedures



- Actively contact different stakeholders following general enquiries to access IRMO's information, services and activities, ensuring adequate referral and signposting mechanisms are implemented when needed
- Work in collaboration with other team members in the organisation and coordinate workshops and other events as required
- Input data in IRMO's database

### **Monitoring & Evaluation (M&E)**

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

### **Communications**

- Communicate with users to assess their satisfaction with services or to follow up on their circumstances
- Actively promote IRMO's and projects' activities as required, acting as an ambassador of the organisation
- Create and share relevant information through IRMO's social media channels

### **The post-holder will also be required to:**

- Attend regular training and development opportunities according to development plan in agreement with line manager
- Attend regular supervision, area and team meetings as required
- Adhere to and comply with IRMO's Policies and Procedures
- Participate in meetings and collaborative learning and evaluation sessions with partner organisations as required
- Undertake any other work, consistent with the purpose of the post, as directed by the Programme Manager

## **Person Specifications**

E = ESSENTIAL

D = DESIRABLE

### **Skills & Abilities**

- Excellent written and spoken communication skills in English, Portuguese and Spanish (E)
- Competence in Google Workspace, online video conferencing tools (Zoom, Skype, Google Meets), Word, Excel and PowerPoint (E)
- Excellent organisational skills and attention to detail (E)
- Ability to cope with pressure, managing time and workload effectively (E)

- Ability to work resourcefully and in collaboration with others (E)
- Ability to handle confidential or sensitive information while maintaining appropriate boundaries with users and other stakeholders (E)

### Experience

- At least six months experience in a similar role (E)
- Experience in using monitoring and evaluation tools, processing data and contributing to impact reports (D)

### Knowledge

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

### Personal Attributes

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

### HOW TO APPLY

Please complete the application form, found [here](#), and send it by email to: [recruitment@irmo.org.uk](mailto:recruitment@irmo.org.uk) including 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.**

If you wish to discuss your application, please contact Jhoanna Mosquera, Programme Manager - Education, Training & Employment, at [jhoanna.mosquera@irmo.org.uk](mailto:jhoanna.mosquera@irmo.org.uk).

We wish you the best of luck with your application.