

Volunteer Role Description

Name of the role: Education Caseworker Assistant	
Days and Hours	Tuesday from 9.30am to 2pm.
Term	Minimum commitment of 4 months.
Supervised by	Family Support Worker
Location	IRMO - Unit 9, Warwick House, Overton Road, London, SW9 7JP
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 IRMO

IRMO works to enable the development, agency, and participation of Latin Americans and other Spanish and Portuguese speakers, by responding to both immediate needs and structural inequalities. We do this by offering high-quality information and advice services, opportunities for development and training, and a platform to seek social and systemic change. Our work is organised across three main operational areas - Advice and Casework; Education, Training and Employment; Children and Young People - and a cross-cutting area - Advocacy, Research, Policy Mapping and Campaigning. More information at www.irmo.org.uk.

About the Area

Our programme of support for recently arrived Latin American children and young people ensures that our young service users can have the best possible start in the UK. We offer English language classes, advice & advocacy to access mainstream education and statutory services, learning workshops for young people and targeted mentoring for education and employment. Children and young people at IRMO can access the following activities:

- **English for Speaker of Other Languages (ESOL):** children and young people can learn English through targeted ESOL classes tailored to age, language abilities and learning needs.
- **Advice & Advocacy:** parents can access one to one advice, practical support and workshops on school admissions as well as access to healthcare, welfare and other basic needs.

- **Individual and Group Mentoring:** children and young people can find the support they need to overcome educational challenges and young people can plan their next steps into employment.
- **Group Learning Workshops:** young people can learn new skills, socialise, explore career paths and get exposure to industries of interest through a weekly provision of inspirational, theme based and creative workshops.

About the Role

As an Education Advice Caseworker Assistant, you will support the Family Support Worker in their work to advise families on issues relating to schooling and child wellbeing.

You will be supporting Latin American families with children (mainly Spanish- speakers) aged 5-19 years old, who have recently migrated to the UK and are not yet in school or have only just started.

Main tasks and responsibilities

Assisting the Education Advice Caseworker in:

- Supporting parents with the school admissions process in the UK. This includes: providing information about the UK education system; explaining the school admissions process; helping parents fill in application forms; writing/calling Local Authority School Admissions; and following up on unsuccessful applications;
- Planning and delivering parent workshops and focus groups to respond to parents' needs (e.g., positive parenting, school in the UK, bullying, etc.);
- Putting together useful resources for parents and staff, including simple translations, fliers, handouts, etc.;
- Creating documents and information sheets for parents including half term activities, breakfast clubs, afternoon wrap around, extracurricular activities, etc.

We are looking for someone who is/has:

- Fluent in English (essential) and intermediate Spanish or Portuguese (desirable);
- A flexible and enthusiastic individual, who is confident with working in a multicultural and multilingual environment;
- Strong interest and experience in working with children and their families in creative and/or educational set;



- An understanding of safeguarding and commitment to promoting children's welfare;
- A warm, friendly, patient, enthusiastic and empathetic approach towards children and their families;
- Good time management and organisational skills;
- Good interpersonal and communication skills and attention to detail;
- Ability to set own work priorities, take initiative and work with minimal supervision.

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 a 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.

Contact volunteer@irmo.org.uk for more information.

THANK YOU FOR YOUR SUPPORT

