

Volunteer Role Description

Name of the Role: LAYF SPACE Workshop Assistant

Days and Hours	Thursday from 4.30pm to 7pm
Term	Minimum commitment of 6 months.
Supervised by	Youth Project Coordinator
Location	IRMO Office
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 Children and Young People Area

Our programme offers a wide range of activities for migrant, asylum-seeking and refugee families, children and young people. These include English classes, mentoring, creative workshops and group trips.

We help children and young people secure places in nurseries, schools, colleges and universities, boost educational attainment and make friends while learning, creating and discovering talents.

For parents, we offer tailored advice, advocacy and workshops that connect families with essential services, including support for Special Educational Needs and Disabilities (SEND) and emergency assistance.

About the Role

The Latin American Youth Forum (LAYF) SPACE Workshop Assistant will be supporting our Youth Project Coordinator with contributing ideas for workshops and preparing sessions, promoting opportunities for young people in the workshops, creating/sharing useful resources and supporting with monitoring and evaluation. The ideal LAYF Workshop Assistant is someone who is fluent in Spanish & English or Portuguese & English; has some

experience in working with children and young people and has an idea of the challenges faced by migrant, refugee & asylum seeking young people in the UK.

Main tasks and responsibilities

- Support the Youth Project Coordinator to plan and deliver the LAYF SPACE Workshops and facilitate sessions in Spanish/Portuguese. This would include session space set up, registration, welcoming young people, co-facilitation and assisting the Youth Project Coordinator with managing the group.
- Support with the translation of existing and new resources or comms material from English to Spanish/Portuguese.
- Support with monitoring the impact of activities and evaluating the young people's progress by giving out questionnaires, feedback forms and collecting information for case studies.
- Adhere to IRMO's Safeguarding procedures and report any safeguarding concerns.

We are looking for someone who is/has:

- Fluent in English and Spanish (essential) and Portuguese (desirable).
- Aware of the issues facing migrants, especially children and young people, in the UK.
- A warm, friendly, patient and empathetic approach towards young people with complex needs.
- Some experience or keen interest in youth work and facilitation with young people.
- Good time management and organisational skills to be able to assist the delivery of the regular LAYF SPACE sessions.
- Some knowledge of safeguarding and child protection in the UK.
- Non-judgemental, empathetic and committed to IRMO's mission and values.

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 the 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

