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**FRIENDS OF THE DROP IN FOR ASYLUM SEEKERS AND REFUGEES**

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Registered Charity Number: 1176524

Job Description

**Job Title:** FODI ESOL PROJECT COORDINATOR

**Responsible to:** Charity Manager - Friends of the Drop-In for Asylum Seekers and Refugees (FODI)

**Location:** Sunderland, based at the FODI office and classroom

**Hours:** 15 hours per week (0.4 full time equivalent), fixed term for 24 months subject to 6 month probation period. The worker will work regular hours as planned with the Charity Manager.

**Salary:** 15 hours per week (£24,000-26,000 pro rata based on 37.5 hours per week)

FODI – Friends of the drop in for asylum seekers and refugees is a charity established in 2011 whose mission is to improve the mental health and well-being of asylum seekers and refugees in Sunderland by running a drop in and a range of other projects in order to lessen social isolation and promote integration into the wider community*.*

FODI works extensively in partnership with other local organisations and voluntary sector groups to further these aims and has to date worked in partnership with over 30 different groups across the city.

**Purpose:**

FODI is looking for a dynamic and passionate part-time ESOL teacher and project coordinator who is interested in providing more than ESOL classes for asylum seekers and refugees in Sunderland.

This role is part of a new FODI project of ESOL classes plus activities for our clients as part of the National Lottery’s ‘Know Your Neighbourhood’ funding. The project will deliver a minimum of 4 half days classes with additional opportunities for clients built into the programme. These activities will be wide ranging and will involve the use of English in a variety of settings including volunteering opportunities.

**Responsibilities:**

* To co-ordinate the ESOL plus activities and volunteering opportunities project with support from FODI manager
* To teach ESOL to some groups for part of the contracted hours
* To work alongside, recruit and assist experienced volunteer ESOL teachers who will also teach the classes
* To develop initial and ongoing learner assessment and appropriate materials for different ESOL levels
* To advertise and register students for the classes at FODI drop ins and other spaces - in particular focusing on those who have no ESOL classes, may be socially isolated or wish to do the extracurricular activities.
* To network and develop projects in partnership with other groups across the city who already do or wish to work with asylum seekers
* Maintain spreadsheets to record monitoring information e.g. participation numbers, individuals’ participation and progress and to develop feedback from participants and other voluntary group providers for FODI and funders

**Person specification**

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| **Requirements** | **Essential** | **Desirable** |
| **Experience**   * Experience of teaching ESOL * Experience of teaching vulnerable groups * Experience of developing resources and teaching materials * Experience of co-ordinating projects * Experience of reporting to stakeholders on the delivery of projects * Experience of working with or managing volunteers | X | X  X  X  X  X |
| **Knowledge**   * Knowledge and understanding of the asylum system in the UK * Knowledge and understanding of the UK voluntary sector * Further Education or Higher Education qualification in TESOL - DIP/CELTA//PGCE/MASTERS ESOL/EAL field or equivalent | X | X  X |
| **Skills**   * Ability to engage and build trusting, effective relationships with a wide range of people * Ability to enthuse, energise and motivate others * Planning and organisational skills * Communication and interpersonal skills, including good English language skills, both written and spoken * Ability to work flexibly as part of a team as well as lone working * Time management skills and a calm approach * Admin, IT, and clear and accurate record keeping skills | X  X  X  X  X  X  X |  |
| **Personal Qualities**     * Respectful, non-judgmental and understanding approach * Willingness to seek and use support and supervision * Commitment to the charity’s values, aims, objectives and outcomes * Demonstrable commitment to improving the lives of vulnerable people | X  X  X  X |  |

**Inclusivity:**

We welcome applicants, regardless of race, sexual orientation, disability, faith, age and gender. We especially welcome those from under-represented groups in the voluntary sector including those with lived experience of the UK asylum system.

**Application Process:**

Please apply by submitting a CV and covering letter outlining why you feel you are good candidate for this role. Refer to the job description and person specification when preparing your application. Email both documents to [newman.stephen57@yahoo.com](mailto:newman.stephen57@yahoo.com) by midnight Sunday May 28th.

If you would like more information about the post, call FODI Chair Steve Newman on 0751 2193039.

Please note that the application deadline may be moved forward if there is a lot of interest in the post.