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

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Registered Charity Number: 1176524

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 has been a CIO (Charitable Incorporated Organisation) since 2018.

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.

Job Description

**Job Title:** FODI ESOL PROJECT COORDINATOR

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

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

**Hours:** 22.5 hours per week (0.6 full time equivalent), fixed term for 12 months subject to 3 month probation period, with the possibility of extension if funding is secured. The worker will work regular hours as planned with the Manager.

**Salary** **range**: £25,000-£27,000pro rata based on 37.5 hours per week

**Purpose:** FODI is looking for a dynamic and passionate part-time (0.6) ESOL teacher and project coordinator who is committed to growing ESOL classes for asylum seekers and refugees in Sunderland and the surrounding area and to enhancing their wellbeing.

This role builds on FODI’s project of ESOL classes plus activities for our service users as part of the National Lottery’s “Awards for All” funding for the years 2025-2026. Currently, the project delivers 12 hours of teaching per week (8 by the coordinator, 4 by qualified volunteers), but it is anticipated that this number will rise as the hours of employment rise from the current 15 hours per week to 22.5 hours. The number of hours to be taught by the coordinator will be negotiated with the FODI manager, with due consideration to other duties within the role. FODI is highly committed to this project in view of the overall landscape of ESOL provision in Sunderland.

**Responsibilities:**

* To teach ESOL to learners at a range of levels.
* 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 - in particular focusing on those who have no ESOL classes and/or who may be socially isolated.
* To network and support/ 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 provide feedback from participants 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
 | XXXX | XX |
| **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
 | XXX |  |
| **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
 | XXXXXXX |  |
| **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
 | XXXX |  |

**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 a good candidate for this role. Refer to the job description and person specification when preparing your application. Email both documents to s.newman@fodisunderland.org by midnight Sunday 18th May, 2025.

If you would like more information about the post, contact FODI Chair Steve Newman on the above email or on 0751 2193039.