

*Registered Charity No: 6308078*

*Company Limited by Guarantee*

*No: 1120609*

**Volunteer/School Coordinator**

**30hours/week**

**Salary range: £9.46 - £11.02/hour**

**Application Deadline: 21st August 2020**

**Interview Date: Week Commencing 24 th August 2020**

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| **PRIMARY JOB FUNCTION** |

The post holder will be responsible for the recruitment, induction, supervision and coordination of our existing and new volunteers, who play a key role in the successful provision of ISS services across West Essex.

To engage and support volunteers to run Women’s Group, Multicultural Group and other events in collaboration with other staff members and partners.

To engage with agencies like Job Centre, voluntary sector and other partner agencies to empower and support women from the women’s project to enhance their opportunities for employment, further education and improve their general wellbeing through social interaction and volunteering.

To support ISS achieving and maintaining Quality Standards, providing leadership and voice for migrants, refugees and BME community; help the organisation capacity build and promote race equality.

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| **MAIN DUTIES AND RESPONSIBILITIES** |
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To provide 50 hours/year of tailored support for 15 Vulnerable women (include Volunteering and Work Experience, Language support, Training, Advocacy and outreach, Information Advice and Guidance on various issues).

2hours/week X 48 weeks Women’s Group Meetings with focus on empowerment, sharing of experiences and information from other women speakers to boost knowledge and confidence for better life opportunities.

To plan and co-ordinate training, workshops, meetings and cultural events across West Essex with engagement of women volunteers.

To develop and maintain a database of volunteers and establish systems to monitor and evaluate individual impact and the outcomes for each volunteer.

To contribute towards

* Marketing and advertisements of our services
* Monitoring and Evaluation by assisting with gathering of data and evidence
* Website maintenance with updated and relevant information
* To provide regular work reports to ISS Operational manager/CEO

## **Other Responsibilities**

* Contribute into the development of a business plan to support the growth and sustainability of the school by engaging with various key partners in the area.
* Promote the school and its aims through social media and one to one meetings with partners in the area.
* Take responsibility for the monitoring and evaluation of the school
* Further support the development and implementation of school policies
* Undertake pre-assessments and interviews with students
* Support and coordinate a small team of teachers and volunteer teachers
* Undertake administrative tasks, such as keeping student registers and attendance records.
* Recruit new volunteers and be responsible for the volunteer training and supervision.
* Recruit new students for the school, monitor and register the students’ attendance by updating lamplight
* Liaise with school teachers and teacher assistants and monitor the school timetable.

**Other Duties**

* Communicates with any and all other staff members who engage with students
* Attends occasional continuing education seminars/training
* Coordinates meetings with teachers and volunteer teachers.

**EVALUATION**

Evaluations will be performed at least once a year. Your performance will be evaluated based upon your ability to meet the requirements of the position, as outlined in your Job description. In addition, an employee will be evaluated based upon his/her:

* Reliability
* Acceptance of responsibility
* Ability to effectively prioritise work
* Adaptability
* Ability to be an effective team member
* Motivation and initiative
* Flexibility
* Ability to work unsupervised