**Job Description**

**ESOL VOLUNTEER CO-ORDINATOR**

**Purpose of role:** **To support the improvement of language skills and integration of resettled Syrian refugees through creating and supporting a network of volunteer tutors working with individuals in the home and in small groups across Hertfordshire.**

* Liaise with Councils, Agencies and Charities to establish where volunteers are already working and identify the gaps
* Establish a network, organise training and support meetings in the different Districts/Boroughs during and out of office hours
* Create network for existing volunteers through making contact with them and establishing support needed.
* Recruit and place volunteers where needed and take over volunteers where the Refugee Council support has ended
* Organise DBS checks, safeguarding and induction for volunteers if needed.
* Work with Regional Coordinator to establish materials and collate to identify where and how materials can be reproduced across the county.
* Visit informal groups across the county and identify where groups could be established or where volunteers could support.
* Work with organisations who manage paid teachers in the home to link volunteers with paid tutors. Volunteers could actively support the teaching by providing opportunities to put language into practice.
* Maintain contact with volunteer tutors across the county and provide practical support where needed
* Create and maintain a database of the network/s.

**Person Specification**

* ESOL qualification
* Two years’ experience of teaching ESOL particularly at Entry Level
* Good administrative skills
* Good communication skills
* Good IT skills including use of social media
* Use of a car
* Ability to work flexibly
* Be willing to get a DBS check

**Desirable**:

Have worked with or managed volunteers.

Have worked with refugees and /or asylum seekers.