

BRASS - Job Description

Job Title:	Integration Officer 2: ESOL Coordinator
Indicative Salary Range/Grade:	£14.50 per hour
Hours:	Part- time: 12 hours per week over three days 6-month post. Possibility of further work dependent on funding.
Usual workplace:	BRASS offices, 27b Tavistock St, Bedford MK40 2RB
Reporting To:	Director
Responsible For:	Integration of Refugees and Asylum Seekers: Integration Officer 2: ESOL Coordinator

Main Purpose of Job:

We currently run integration and social activities/events, including trips, parties, and allotment, for our Refugee and Asylum seeker clients to reduce isolation and empower them. One staff member (Integration Officer 1: Events Coordinator) coordinates the social activities/events.

We also run ESOL classes/courses. We have a Women's (Social) and Men's groups that currently meet once a week. We also offer volunteer one-to-one and group courses, as well as English tutoring. We plan to expand and thus run between 12 and 20 courses a week, teaching DK level 1 to level 4 books as well as courses on integration. The post holder, Integration Officer 2: ESOL Coordinator, will coordinate and expand these courses, including the Women's Group and Men's Group. The post holder is also expected to teach some of these courses and help develop an ESOL curriculum.

(Incidentally, in the future, one person may coordinate the tasks for both Integration Officer 1 and Integration Officer 2.)

Key Task List:

1. Run our one-to-one English tutoring/ English courses.
2. Run Women's and Men's Groups
3. Coordinate the other English courses.
4. Teach some of the courses.
5. Develop the ESOL curriculum and other integration projects.
6. Support Integration Officer 1 when and if needed.



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7. Participate in quarterly staff meetings.
8. Execute additional duties and special projects as assigned by management to support operational needs.

Person Specification	
Attainments	In order to be considered for this post you will have to demonstrate that you already have:
<i>Experience</i>	- Running ESOL courses/classes. Essential - Experience or knowledge of refugees and asylum seekers, especially BRASS. Desirable
<i>Work Based Knowledge</i>	- Good working knowledge of the English language - Good numeracy skills and accuracy in calculations - Awareness of Health & Safety issues in an office environment - Working knowledge of operating and maintaining routine office machinery and equipment - Understanding of confidentiality and data protection/log-in systems - Awareness equality and diversity policy - Filing, record keeping and monitoring systems
<i>Skills</i>	- Proficient IT skills in word processing, spreadsheets, databases and email. BRASS uses Microsoft Office applications. - Excellent interpersonal and communication skills - effective with a range of people with differing backgrounds - Evidences good organisational and time management skills - Demonstrably fast, accurate, methodical and neat in ways of working - Evidences a diligent approach to duties
Abilities	In order to be successful in this role you will be able to demonstrate that you have the ability to:
	- Work individually or as part of a team - To forward plan and prioritise and organise workload - To work well with clients with mixed level English - To take a proactive approach to finding solutions to problems - To effectively communicate with a wide variety of personnel and clients as well as partner, third party and external organisations - Have current knowledge of/willingness to develop knowledge of ESOL L1-L4 curriculum and ability to develop this into a programme of study
Special Job Circumstances	This post has the following special circumstances: - You will be required to be a key holder for BRASS's premises. - Disclosure & Barring Service clearance <i>Note: If you have difficulty meeting these conditions because of a disability or family circumstances, the Chair of the panel will discuss it with you in order to consider</i>

	<i>reasonable adjustments to the job or working conditions.</i>
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