

Employer:	Advising Communities (AC)
Responsible to:	Latin American Community Coordinator
Employments Status:	Volunteer
Hours:	Minimum 2.5 hrs each week
Availability:	Tuesdays 10:00am – 12:30pm
Duration:	Minimum 3 - 6 months

Role summary

We run weekly Conversation in English sessions aimed at building the confidence of community members with English as an Additional Language (EAL); improving their speaking skills; and providing a friendly and supportive space for communities to come together and make new friends. This service is run on Tuesdays at Pembroke House (SE17 1QR). In future, we may also deliver this service at our Advice Hub (SE17 2AX) on Fridays.

The role of the facilitator is to prepare topics for discussion and learning materials; facilitate conversation (either in large groups or by pairing up participants); assist participants with their English; and create a welcoming environment and supportive learning atmosphere.

Responsibilities

- Plan, prepare and facilitate weekly Conversation in English sessions
- Prepare a range of materials for each session (including resources to stimulate discussion, such as a poster, flyer, news article or a recipe) suitable for different abilities (from beginners to more advanced speakers)
- Support students to improve their listening and speaking skills
- Tailor sessions to the abilities of the attendees on the day
- Create a warm, welcoming, friendly and supportive environment
- Undertake basic administration, such as maintaining an attendance record
- Maintain good communication and working practices with the Latin American Community Coordinator and other Conversation in English facilitator(s).

Our requirements

- An interest in, or experience working with, EAL (English as an Additional Language) individuals, particularly in a teaching capacity
- Excellent communication skills in English; articulate with good spelling and grammar
- Ability to engage well with people from a diverse range of cultures and backgrounds
- Proactivity, flexibility and creativity; ability to adjust, adapt and tailor approach according to need
- Enthusiasm for, and a commitment to, working in a team

If you would like to apply for the role or require further information, please visit: www.advisingcommunities.uk or call 0300 030 1121