

## Job Description: Jacari Coordinator (Job Share)

Job Title	Jacari Coordinator
Salary	£27,050 – £30,172 per annum (pro rata)
Hours	15 hrs/2 days a week OR 18.75 hrs/2.5 days a week  Days and hours by arrangement, but must include a minimum of 2 afternoons a week (Monday – Thursday).  Occasional weekend or evening working required.
Contract	6 months (with the possibility of extending)
Annual leave entitlement	27 days, plus 8 bank holidays pro rata
Location	Flexible working location, with the option of combining working from our office in central Bristol with working from home. Regular travel within the city is also required to visit partner schools etc., plus occasional travel to visit our Oxford branch (travel expenses covered).
Timeline	Application deadline: <b>Monday 22nd September at 8 AM</b>  Interviews: Week commencing 20th October.  Start date: <b>3rd November</b> or as soon as possible thereafter
How to apply	Please complete the application form (available at <a href="http://www.jacari.org/careers">www.jacari.org/careers</a> ) and send it to <a href="mailto:jobs@jacari.org">jobs@jacari.org</a> We are unable to accept CVs or covering letters.
Further info	If you have any questions, or would like to arrange an informal chat about the role, contact Katy, Charity Manager: <a href="mailto:katy.isaac@jacari.org">katy.isaac@jacari.org</a> 07541 543259.  To request an application form in an alternative format, please email <a href="mailto:jobs@jacari.org">jobs@jacari.org</a>

## **Overview**

Jacari is looking for a resourceful, motivated individual to coordinate the running of our main tutoring Programme (adult volunteers) at our Bristol branch on a job-share basis.

Our Coordinator role is richly varied, and is perfect for a proactive, organised individual who is able to manage all aspects of a project, giving opportunities to use and develop skills in volunteer management, project coordination and charity administration. The job offers a large amount of autonomy, so suits someone good at problem-solving and happy to work independently, whilst also requiring close collaboration with a job-share partner.

You will have the chance to spend lots of time 'on the ground' in our partner schools with the children and young people that we support, which makes the work fun and inspiring. This position offers an excellent opportunity for anyone who is passionate about educational equality, and who wants to make a real difference to the lives of local children and young people from migrant, refugee and asylum-seeking backgrounds.

## **Job Purpose**

To coordinate the day-to-day running of the charity's Community Tutoring Programme at our Bristol branch, including managing a team of adult volunteers and liaising with our partner schools.

## **Principal Duties**

### **1. Volunteer Management**

- Recruitment of volunteers, both from the universities and from the local community, including publicising opportunities, attending university Freshers' Fairs, responding to enquiries, and processing applications.
- Carrying out volunteer inductions, including processing DBS checks, carrying out informal interviews and delivering training, including on tutoring skills and safeguarding.
- Matching volunteer tutors with pupils.
- Providing ongoing, regular support to volunteers, including providing advice and supervision during some in-school sessions, dealing with queries, writing regular volunteer news bulletins, providing tutoring advice or resources, and identifying training needs.
- Managing and supporting our student volunteer committee.

### **2. School liaison**

- Maintaining strong relationships with contacts in our partner schools by responding to communications promptly and meeting regularly.
- Regularly attending in-school sessions to ensure they're running smoothly.
- Processing pupil referrals and ensuring pupil records are kept up to date.
- Reviewing school partnerships annually, and managing any expansion to new schools as appropriate.

### **3. Family and community engagement**

- Ensuring parents/carers are communicated with clearly, including facilitating initial meetings with volunteers and producing clear written information.
- Responding to parent/carers queries.

- Leading on developing the ways in which Jacari engages with, and is driven by pupils' families and the communities within which we work.

#### 4. Events

- Organising trips and events for pupils, including management on the day.
- Organising occasional community / public-facing events.

#### 5. Administration and communication

- Dealing with correspondence in a timely and professional manner.
- Keeping our CRM system updated.
- Working with the Jacari team to maintain Jacari's social media presence, including producing regular social media posts.

#### 6. Other

- Adhering to our policies at all times, including making sure parents/carers, schools, and volunteers are aware of our safeguarding policies and procedures.
- Assisting with monitoring and evaluation, including conducting stakeholder surveys and assisting in completing our annual impact report.
- Maintaining good relations with our partner organisations, including the universities, from which Jacari recruits the majority of its volunteers.
- Developing Jacari's profile in the city, coordinating with other local organisations and looking for new productive collaborations.
- Contributing to Jacari's strategic planning, and development of our policies and procedures.
- Writing reports on our programmes for funders, and supporting Jacari's Fundraising Manager with funding bids as and when required.
- Reporting to our Board of Trustees as and when required, and acting on their decisions.

You will work closely with both your job-share partner and your counterpart in Oxford to ensure standardisation of practices across the organisation. Line management is provided by the Charity Manager (based in Bristol) and support and guidance is provided by our Board of Trustees. We are committed to ensuring our staff feel well-supported and receive the training they require in order to fulfil their roles; each staff member has a CPD training budget allocated to them to ensure this.

*This is an outlined job description – you may be required to undertake such other duties and/or hours of work as may reasonably be required.*

Please scroll down for the Person Specification.

## Person Specification: Jacari Coordinator (Job Share)

Jacari recognises the value that diversity adds to our work and organisation. We welcome applications from all sections of the communities we work within, and particularly encourage applications from people with lived experience of migration and/or those who speak English as an additional language.

### Essential criteria

*Please note, any of the criteria stated below may have been gained through either paid or voluntary work, or through lived experience.*

<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of recruiting, training, and managing volunteers.</li> <li>• Experience of coordinating projects.</li> </ul>
<b>Skills</b> <ul style="list-style-type: none"> <li>• Excellent written and spoken communication skills.</li> <li>• Strong organisation and administrative skills, including good IT skills.</li> <li>• Ability to build relationships and work effectively with partner organisations.</li> </ul>
<b>Knowledge and approach</b> <ul style="list-style-type: none"> <li>• Understanding of the issues and challenges facing children and young people who use English as an Additional Language and/or those from refugee, asylum-seeking or migrant backgrounds.</li> <li>• Passionate about ensuring educational equality for all.</li> <li>• Friendly, approachable and professional manner.</li> <li>• Able to work independently, managing a busy and varied workload, while cooperating effectively in a job-share arrangement.</li> </ul>

### Desirable criteria

<ul style="list-style-type: none"> <li>• Experience of working in schools/education settings.</li> <li>• Experience of teaching/supporting learners of English as an Additional Language.</li> <li>• Experience of organising and managing events.</li> <li>• Experience of publicity, including through social media.</li> <li>• Ability to work with, enthuse and engage children and young people and/or university students.</li> <li>• Knowledge of child safeguarding procedures.</li> <li>• Familiarity with Bristol and its diverse communities.</li> </ul>
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As per Jacari's Safeguarding Policy, the successful candidate will need to undergo an enhanced DBS check if offered the role, as well as provide two professional references. To fulfil the role, you must have the right to work in the U.K.

We are proud to be a member of the Experts by Experience Employment Network, which aims to increase representation of people with lived experience in the charitable sector. Please feel free to use information and resources at <https://www.ebeemployment.org.uk/ebe> which may help in preparing your job application.