

## Job Description and Person Specification



Jacari is looking for a resourceful, motivated individual to join our growing team as one of the Assistant Coordinators of our Bristol branch. This position offers an excellent opportunity for anyone wanting to gain experience of working in the charity sector.

<b>Job Title</b>	Jacari Bristol Assistant Coordinator (job share)
<b>Salary</b>	£21,000 - £23,000 per annum pro rata, depending on experience (Actual salary £8,400 - £9,200 per annum)
<b>Hours</b>	Part-time 0.4 FTE - 15 hours/2 days per week, including occasional weekend working. Hours are flexible and may increase to 3 days per week, depending on funding.
<b>Contract</b>	Initial 1 year contract, with extension subject to funding
<b>Annual leave entitlement</b>	27 days, plus 8 bank holidays, pro rata (= 14 days per year)
<b>Location</b>	Flexible working location, with mixture of office working in central Bristol and working from home as options. Some travel within Bristol is also required - to visit partner schools etc.
<b>Start date</b>	w/c Monday 5th September

We are looking for a friendly, organised person who is passionate about educational equality, and who wants to have a positive impact on the lives of local children from migrant, refugee and asylum-seeking communities. Working in a supportive team alongside our other Bristol-based Assistant Coordinator and Senior Coordinator, the role is varied, with opportunities to develop skills in volunteer management, project coordination and charity administration. The role requires someone who is proactive, creative and who has a real commitment to our work, ensuring that young people from all backgrounds have the skills and confidence to achieve their full potential.

### Job Purpose

To assist with the day-to-day running of the charity's branch, including managing a team of volunteers and liaising with our partner schools.

### Principal Duties

#### 1. Volunteer Management

- Assisting with the recruitment of volunteers, both from the universities and from the general public, including publicising opportunities, responding to enquiries and processing applications
- Carrying out volunteer inductions, including processing their DBS checks, carrying out informal interviews and delivering training, including Safeguarding training
- Matching volunteers with pupils

- Providing ongoing, regular support to volunteers - dealing with queries, writing weekly volunteer new bulletins, providing teaching advice or resources, and identifying training needs where appropriate
- Managing and supporting our volunteer committee

## **2. School and family liaison**

- Maintaining strong relationships with our partner school contacts by responding to all communications promptly and meeting at least twice per year
- Processing pupil referrals and ensuring pupil records are kept up to date
- Ensuring parents/carers are communicated with clearly, including facilitating initial meetings with volunteers and producing clear information leaflets and/or letters
- Dealing with parent/carer and teacher queries

## **3. Events**

- Assisting with the organisation of termly children's events/trips, including management on the day
- Assisting with the organisation of occasional community / public-facing events

## **4. Administration and communication**

- Dealing with correspondence in a timely and professional manner
- Keeping our CRM system updated
- Working with the rest of the Jacari team to maintain Jacari's social media presence
- Cooperating with other local organisations, including keeping good relationships with our partner organisations and looking for new productive collaborations

## **5. Other**

- Adhering to our policies at all times, including making sure parents, schools and volunteers are aware of our safeguarding policies and procedures
- Assisting with monitoring and evaluation, including conducting surveys of teachers, volunteers, pupils and parents and assisting in completing our annual impact report
- Supporting the rest of the team with funding bids and/or grant reports as and when required
- Reporting to our Board of Trustees as and when required, and acting on their decisions

This role is a job share, so you will work closely with our other Bristol Assistant Coordinator (already in post) to deliver our programme in Bristol, as well as with our team in Oxford to ensure standardisation of practices across the organisation. Line management is provided by the Bristol Senior Coordinator (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 and should not be regarded as an inflexible specification. Responsibilities will be reviewed periodically in line with service priorities, and duties may change or new duties be introduced after consultation with the post holder. As a term of your employment, you may be required to undertake such other duties and/or hours of work as may reasonably be required.

## **Assistant Coordinator: Person Specification**

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

### **Essential criteria**

<b>Experience</b> <ul style="list-style-type: none"><li>● Experience of volunteer management or of being a volunteer</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 work with children, young people and/or university students</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 speak English as an additional language</li><li>● Passionate about ensuring educational equality for all</li><li>● Friendly, approachable and professional manner</li></ul>

### **Desirable criteria**

<ul style="list-style-type: none"><li>● Experience of project management</li><li>● Experience of working with and building good relationships with partner organisations (for example, schools)</li><li>● Experience of tutoring or supporting children to learn, particularly English as an additional language</li><li>● Experience of organising and managing events</li><li>● Experience of publicity, including through social media</li><li>● Knowledge of Bristol and its diverse communities</li><li>● Knowledge of the University of Bristol and/or UWE's student structure and activities</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.