



Indoamerican Refugee and Migrant Organisation
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www.irmo.org.uk

Outreach and Communications Assistant

Role Information

- **Days and hour:** Flexible; ideally a minimum of 4 hours p/w.
- **Minimum commitment:** Four (4) months.
- **Place of work:** Flexible; however, we ideally require candidates to be available to work in person due to the nature of the role.
- **Supported and supervised by:** Education, Training and Employment Programme Manager.
- **Additional requirements:** This role is available to Southwark residents only.

Volunteers are entitled to travel expenses to and from the place of work (and lunch for each full day). Please note expenses will be reimbursed against receipts only.

About IRMO

IRMO works to enable the development, agency, and participation of Latin Americans and other Spanish and Portuguese speakers, by responding to both immediate needs and structural inequalities. We do this by offering high-quality information and advice services, opportunities for development and training, and a platform to seek social and systemic change. Our work is organised across three main operational areas - Advice and Casework; Education, Training and Employment; Children and Young People - and a cross-cutting area - Advocacy, Research, Policy Mapping and Campaigning. More information at www.irmo.org.uk

About our Education, Training and Employment (ETE) Programme

Our comprehensive ETE programme runs various activities to improve our beneficiaries' social and cultural integration in the UK, including community coffee mornings and workshops to inform users about relevant matters related to navigating the UK system.

IRMO offers four levels of 6-week English for Speakers of Other Languages (ESOL) courses for adults and drop-in conversation classes for beginner and advanced learners. We also deliver one-to-one employment support, mentoring, vocational training, and group sessions on employability skills. Additionally, our volunteer scheme provides volunteers with valuable work experience to enter London's competitive job market. As well as being integral to the smooth running of our organisation, the scheme helps volunteers to develop their skills by working in a multicultural, collaborative and inspiring environment.



About our Outreach and Communications Assistant role

We are looking for a committed Outreach and Communications Assistant Volunteer to join our Education, Training and Employment (ETE) area at IRMO. You will work closely with the ETE Programme Manager in a variety of outreach and communications activities, including the publicity and promotion of all ETE services and activities with external organisations and agencies and potential service users.

Main tasks and responsibilities of the role

- Inform service users of the different services and activities available to them and how to access them through different communication channels.
- Ensure effective referral and signposting pathways for IRMO' service users according to their needs and circumstances.
- Participate in community coffee mornings as possible and assist the ETE Programme Manager with administrative tasks to organise them.
- Support with the design of flyers and posters and other relevant publicity resources for ETE services and activities as required.
- Implement communication plans with external organisations and agencies to promote ETE area services and activities as instructed.

Person specification/Skills and abilities

- Latin American (1st or 2nd generation) or from another minority background.
- Excellent interpersonal and communication skills.
- Competence in online video conferencing tools (Zoom, Skype, Google Meets), Word, Excel and PowerPoint.
- Excellent speaking and listening skills in Spanish and/or Portuguese.
- Organisation and planning skills.
- A flexible approach to work and an openness to change.
- Ability to work individually and as part of a team.
- Confident and enthusiastic about working in a multicultural and multilingual environment.
- Supportive and non-judgemental regardless of service users' age, race, sexuality, religion or disability.
- A welcoming and empathetic approach to work that takes into account people's circumstances and feelings.
- Commitment to IRMO's mission, vision and values.



Additional requirements

- Two references from current/previous employers.
- Basic DBS Check (completed through IRMO).
- Safeguarding Level 1 certificate (completed through IRMO).
- One month trial period.

Benefits from volunteering at IRMO

- Gives the opportunity of helping others and to give back.
- Creates an ideal space to learn new skills in a multicultural, cooperative and inspiring environment.
- Get involved with the Latin American Community and increase knowledge of the situation of Latin American migrants in the UK.
- Helps to gain experience and strengthen previous skills to face the UK's competitive job market.
- Enhance CV and get references (after a 3-month period) for further impact on the employment status.
- Receive regular supervision and support.

Contact volunteer@irmo.org.uk for more information.