



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Women's Project Coordinator & ESOL Teacher
<b>PURPOSE OF ROLE:</b>	To coordinate the delivery of bespoke project for refugee & migrant women at Salisbury World.
<b>SALARY:</b>	NJC Scale 23 + Inner London Weighting
<b>HOURS:</b>	21 hours per week (0.6) spread over 3 or 4 days
<b>REPORTS TO:</b>	a) Salisbury World Director b) Board of Trustees
<b>MANAGES:</b>	Volunteers (when appropriate)
<b>LOCATION</b>	Family Wellbeing Centres in Brent + some homeworking
<b>SERVICE RELATIONSHIPS:</b>	To work closely with Salisbury World advice workers and project Coordinators, Family Wellbeing Centres & key referral partner organisations.  To develop links with local service providers and voluntary groups

### **Working to achieve the Salisbury World mission:**

*Our aim is that refugees, migrants and asylum-seekers who seek our help will develop the skills and confidence to navigate and succeed in society and feel supported and hopeful for the future.*

### **RESPONSIBILITIES:**

#### **Equal Opportunities & Diversity**

Carrying out responsibilities with due regard to National and Local Equal Opportunities Policies and the Salisbury World Equality and Diversity policy.

#### **Main Duties and Responsibilities**

- To manage and develop the Women's Project
- To design & deliver English classes & a programme of workshops & other activities that respond to the specific needs of the participating women
- Support a Women's Board to organise programmes of activities, excursions and campaigns
- Work closely with Salisbury World staff to identify additional learning opportunities and excursions/activities to support the students
- Actively network and build relationships with relevant organisations in the statutory, non-statutory, voluntary and community sectors

- Contribute to fundraising activities and bids when required by the fundraiser
- Monitor, measure and report all outputs and outcomes for the project and promote the project's achievements both internally and externally

### **Reports and record keeping**

- Overall responsibility for ensuring regular reporting (monthly, termly, annual)
- Keep database up to date (e.g. participant information, volunteer start & end dates, emergency contact information is accurate)
- Keep all relevant policies, procedures and guidelines updated

### **Training & Development and Networking**

- Undertake additional training as necessary
- Participate in team training activities such as safeguarding, mental health first aid training etc
- Keep up to date with current news/trends/thinking in the sector
- Ensure CPD records are updated, and accreditations (where applicable) are maintained
- Represent Salusbury World at external events, conferences and networks; raising the profile of Salusbury World projects and building constructive relationships.
- Share knowledge with Salusbury World team

### **Confidentiality**

Maintaining confidentiality of information relating to clients, colleagues and other third parties in accordance with GDPR, including outside of the work environment.

### **Safeguarding and Child protection**

Attend regular safeguarding training & understand and agree to Salusbury World's Child & Vulnerable Adult Safeguarding policy

### **Inclusion statement**

Salusbury World is an approachable and diverse organisation which values and respects peoples' different backgrounds, characteristics, ideas and beliefs.

Salusbury World believes that it is essential to eliminate discrimination and promote equality of opportunity. Salusbury World is committed to opposing discrimination and will not discriminate against any person because of their ethnic origin, gender, sexual orientation, marital status, responsibility for children or dependants, age, neurodiversity, employment status, disability, HIV status, religious or political beliefs or because of unrelated criminal convictions.

We are proud to be a member of the Experts by Experience Employment Network ([www.ebeemployment.org.uk](http://www.ebeemployment.org.uk)), which aims to increase representation of people with lived experience in the charitable sector.

This job description details the key elements of the role and is not an exhaustive list of all duties. Job roles evolve over time and job holders may be required to complete additional tasks in line with Salusbury World's needs.