

## Job Description: Jacari Bristol Coordinator

<b>Job Title</b>	Jacari Coordinator
<b>Salary</b>	£26,000-£29,000 per annum
<b>Hours</b>	Full time - 37.5 hours / 5 days a week, including occasional weekend working.
<b>Contract</b>	Permanent
<b>Annual leave entitlement</b>	27 days, plus 8 bank holidays
<b>Location</b>	Flexible working location, with mixture of office working in central Bristol and working from home as options. Regular travel within city is also required to visit partner schools etc, plus occasional travel to visit our Oxford branch (travel expenses covered.)
<b>Timeline</b>	Application deadline: <b>Wednesday 7th June 2023 11pm</b> Interviews: Thursday 22nd June 2023 Proposed start date: Monday 31st July 2023

### Overview

Jacari is pleased to be looking for a resourceful, motivated individual to manage and coordinate our Bristol branch.

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, but you will also be part of a small, supportive team.

Our Coordinator role is incredibly rewarding. You will have the chance to work with a team of brilliant volunteers, as well as spend lots of time 'on the ground' in our partner schools with the 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 from migrant, refugee and asylum-seeking communities.

### Job Purpose

To coordinate 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

- 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 their DBS checks, carrying out informal interviews and delivering training, including on tutoring skills and Safeguarding
- Matching volunteers with pupils
- Providing ongoing, regular support to volunteers - including providing advice and supervision during in-school sessions, dealing with queries, writing weekly volunteer new bulletins, providing teaching advice or resources, and identifying training needs where appropriate
- Managing and supporting our student volunteer committee

## **2. School liaison**

- Maintaining strong relationships with our partner school contacts by responding to all communications promptly and meeting on a termly basis
- 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 information leaflets and/or letters
- Responding to parent/carer queries
- Leading on developing the ways in which Jacari engages with and is driven by the families and communities within which we work

## **4. Events**

- Organising termly children's events/trips, 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 rest of the Jacari team to maintain Jacari's social media presence

## **6. Other**

- Adhering to our policies at all times, including making sure parents, schools and volunteers are aware of our safeguarding policies and procedures
- Serving as the branch's Designated Safeguarding Lead
- Assisting with monitoring and evaluation, including conducting surveys of teachers, volunteers, pupils and parents 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
- Supporting the Fundraising Officer 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

You will work closely with our Coordinator in Oxford to ensure standardisation of practices across the organisation. Line management is provided by the Director (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.*

Please scroll down for the Person Specification.

## Person Specification: Jacari Bristol Coordinator

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 - we commit to interview anyone from these backgrounds who fulfils all the Essential criteria outlined below.

### Essential criteria

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

<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>● Experience of recruiting, training and managing volunteers</li> <li>● Experience of coordinating projects</li> </ul>
<p><b>Skills</b></p> <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>
<p><b>Knowledge and approach</b></p> <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 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</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, young people and/or university students</li> <li>● Knowledge of child safeguarding procedures</li> <li>● Familiarity with Bristol and its diverse communities</li> <li>● Understanding of the University of Bristol and/or Bristol 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.