Job Description:

Conversation Club Co-ordinator

Reports to: Activities and Community Centre Manager

Direct Reports:

Salary: £8,008 (£25,480 FTE)

Working Hours: 14 a week term time only (FTE 11 hours)

Location: 28 Commercial Street, London E1

Contract: until November 2020 (with potential to extend)

Toynbee Hall is a community organisation that pioneers ways to reduce poverty and disadvantage. Based in the East End of London, we work alongside people who live here, to tackle unfairness and make this a place where everyone has an equal chance to thrive. We take an asset based approach to our work, and believe everyone has something valuable to offer in the fight for a fairer London. What we learn from our work in London we use to influence change across the UK.

We have recently moved back into our historic halls, and have opened a brand new community and advice centre next door. Toynbee Hall has always run community activities, and over the past decade has concentrated its efforts on working with older people who might otherwise be isolated. Now we are in our new building we are keen to engage with the wider local community so everyone of any age feels like this is a place for them. We believe our centre has the potential to be a vibrant and inclusive space where people can come together to be creative, build relationships, celebrate local culture and work together to make this area the kind of place where everyone can have a full and fulfilling life.

To help this happen we are looking for a conversation club co-ordinator to run twice weekly conversation clubs at the centre. Conversation clubs will bring together local people who regularly use the centre with people who speak English as a second language and who want to build their conversation skills in a friendly and welcoming environment. At least one of the groups will particularly support parents with young children at Cannon Barnett school to attend after school drop off. As well as supporting people to feel more confident making friends in English we hope that the sessions will support isolated parents to make connections across generations with other people who speak the same first language.

You’ll need to be a friendly, approachable person who knows how to listen. You’ll have experience working in settings where more than one language is spoken and supporting people to build their English skills in a fun and informal way. You’ll understand the importance of providing a warm and welcoming setting, and engaging people creatively.

In exchange you’ll get to work in an organisation that really cares about the difference it makes. You’ll be part of a diverse team of staff and volunteers that are attempting to offer holistic support to the people of East London in order to make this a fairer place to live. You’ll be managed in a supportive way, encouraged to take risks and be creative. This is a great place to work. Come join us!

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**Responsibilities and Accountabilities:**

**Core Responsibilities:**

1. Run twice weekly conversation clubs during term time from our community centre
2. Ensure conversation clubs are well attended both by people who are developing their English skills and those that are confident English speakers.
3. To actively promote the sessions across our local area
4. To keep in touch with attendees encouraging them to come back, and to influence the club to better meet their needs
5. To provide fun activities to run alongside the conversation club
6. Ensure everyone who comes to the centre is welcomed, and best efforts are made to meet their needs
7. Encourage a diverse usage of the centre by people of different ages, backgrounds and profiles.
8. Work towards the overall goal of lessening isolation and inequalities in East London
9. Support volunteers to undertake meaningful activities at the centre, and develop their skills and confidence.
10. Look after the appearance and safety of the centre. Ensuring that it is safe and looks welcoming at all times.
11. Work within Toynbee Hall’s Policies at all times, and actively promote Safeguarding in the centre.

**General:**

1. Engage with and, where appropriate/agreed, lead the relationships with key partners in the sector
2. Contribute to the overall development and implementation of Toynbee Hall’s strategy
3. Build good working relationships across the organisation
4. Attend and work at participation events/meetings which will include regular evenings and weekend hours
5. To represent Toynbee Hall to external audiences
6. To undertake any other appropriate responsibilities that may arise

**Safeguarding and Safety:**

1. Ensure risk assessments and emergency plans are in place and reviewed for all events and activities, including online activities
2. Ensure safe working practices
3. Ensure that safeguarding incidents and accidents/ incidents are reported appropriately

**Managing Yourself**

1. Work to an agreed annual work-plan meeting targets and milestones
2. Prioritise and manage your own workload
3. Take responsibility for your personal development and seek out opportunities for support and development

Key Knowledge and Skills:

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| --- | --- | --- |
|  | Essential | Desirable |
| Experience working in a community setting | x |  |
| Experience supporting people to develop their English speaking and listening skills | x |  |
| An understanding of how isolation can impact on people living in London | x |  |
| Experience running fun intergenerational activities. | x |  |
| Experience working with parents alongside their children. | x |  |
| Experience of building relationships with people in order to support their needs | x |  |
| Experience of organising and running creative sessions | x |  |
| Good appreciation of safeguarding, health and safety in the workplace, data protection principles and equal opportunities | x |  |
| Excellent interpersonal and oral communication skills | x |  |
| Ability to work under own initiative whilst liaising closely with managers and colleagues | x |  |
| Ability to work to tight deadlines and with limited budgets | x |  |
| Practical IT skills and knowledge of Microsoft Office | x |  |
| Ability to work flexible hours | x |  |