

NH YC



JOB APPLICATION PACK Volunteer ESOL Tutor (VET001)

January 2024

**NEW
HORIZON
YOUTH
CENTRE**

Commitment to Equality, Diversity & Inclusion

New Horizon Youth Centre is committed to recognising and valuing difference and ensuring fairness and equality; and recognising and seeking to redress inequality and disadvantage wherever possible.

As a service provider to young people experiencing homelessness and as an employer, we aim to be empowering, supportive and to offer as much flexibility as possible in order to help each individual realise their full potential as users of New Horizon Youth Centre and as employees. We believe that this approach is key and central to promoting and developing diversity.

We recognise that true diversity in our community and within the staff group also involves a willingness to act, where necessary, by combating the effects of existing barriers to fair and equal treatment. Within society certain groups are unfairly discriminated against – for example on the grounds of race, gender or gender identity, disability, sexuality, age and class – and are, as a result, disadvantaged in terms of their access to services and employment. We will, where appropriate and where possible, seek to positively redress the effects of this discrimination. Any action we take will be legally compliant and consistent with our approach of making users and staff feel valued and respected.

We also recognise that many people have suffered disadvantage and barriers to progress for all kinds of reasons related to them as an individual and not because of their personal characteristics. This may include homelessness, employment, economic or domestic circumstances, or involvement with the justice system. For this reason, our commitment to diversity includes being supportive, positive and open minded.

We encourage applications from all backgrounds in respect of ethnicity, disability, gender, sexuality, religion, and socio-economic background

New Horizon Youth Centre is deeply committed to inclusive working practices, so during the application process we commit to:

- Paying for childcare and other care costs whilst you are attending interviews.
- Paying for your travel costs to the office and back for interviews.
- Making any reasonable adjustments – for example ensuring we have a sign language interpreter organised in advance if you would like them.
- Offering a guaranteed first stage interview for disabled candidates who meet the minimum requirements for the role.

Our work is guided by four values:

We see the best in everyone

We all have strengths and the potential to make the best of our life and work, when given a fair chance

We are dynamic in our approach

We are always adapting because the world changes and what young people need and want changes

We collaborate on solutions

We trust and work with diverse people and organisations so that we can achieve more together

We are our word

We do what we say we will because the young people we support, our team and our partners deserve nothing less



JOB DESCRIPTION – Volunteer ESOL Tutor

VOLUNTEER TASKS

The Volunteer ESOL Tutor is part of the NHYC Youth Work Team.

New Horizon provides a range of Youth Work opportunities for young people experiencing homelessness. As part of this, we aim to deliver a weekly group conversation class for young people looking to improve their spoken English. This role will involve delivering a weekly group English conversation class on a range of topics to young people with a range of abilities. Responsibilities include:

1. Working alongside the Jobs, Education and Training team to deliver themed English conversation class on a range of relevant practical topics.
2. Tailoring sessions to a range of abilities, ensuring they are engaging, inclusive and accessible to all.
3. Planning creative, exciting and relevant sessions for young people attending.
4. Engaging young people from a range of backgrounds and levels of spoken English to participate in sessions and develop their oral communication skills and confidence.
5. Facilitating peer-support and learning.
6. Ensuring that any Health and Safety or safeguarding issues are addressed as a priority.
7. Communicating effectively with colleagues from across the organisation to ensure the smooth running of ESOL delivery.

PERSON SPECIFICATION

Essential Skills, Knowledge and Experience

Here are the essential skills and experiences which we're looking for in a Volunteer ESOL Tutor.

- Experience of planning and delivering interactive and engaging ESOL sessions on a 1-1 or group basis.
- Ability to work effectively with groups of people from a range of backgrounds and with diverse experiences and language levels.
- A genuine interest in helping young people make changes in their lives and move towards independence.
- Creativity and innovation, experienced and able to plan interesting and exciting sessions and think on your feet.
- A proactive nature, with the ability to work independently and take instructions.
- Able to work flexibly to adapt to the needs of young people or the service.
- A professional qualification in teaching English, for example ESOL/TEFL or equivalent.
- An excellent team player who can work alongside youth workers and staff.
- Excellent communication skills: able to communicate with a diverse staff team and the young people who come to the service.
- Understanding of the kinds of behaviour young people might demonstrate, and ability to understand this behaviour in a trauma-informed way.

Desirable Skills, Knowledge and Experience

We'd love to hear from you if you also have these skills and experiences, but don't worry if you don't. These are the extras we'd really like!

- Previous experience working with vulnerable client groups such as children, vulnerable adults, refugees and asylum seekers, people experiencing homelessness or similar.
- Able to speak another language particularly those most common at our service - Arabic, Amharic, Tigrinya or Farsi.
- Experience working in youth centres or in youth work.

- Experience and knowledge around safeguarding policy and procedures for children and vulnerable adults.
- A working knowledge of and commitment to Diversity & Equality.
- As a significant proportion of the young people, we work with have refugee status, we particularly welcome applications from people with lived experience of claiming asylum in the UK.

ADDITIONAL INFORMATION

Recruitment

We are advertising this post on a rolling basis. We will interview candidates as we receive applications, so we encourage you to apply as soon as possible! We will close this advert online when we have successfully recruited, so please don't delay.

Volunteer Agreement

Volunteers will sign a volunteer agreement. This does not constitute a contract of employment. Volunteers are expected to agree to an initial term of 3 months, volunteering for at least 1 day per week. Starting in role will be subject to satisfactory references and an enhanced DBS check.

Location

The post is based at New Horizon Youth Centre, 68 Chalton Street, London, NW1 1JR.

Hours of work

We're looking for a volunteer who can commit regularly to volunteering each week. Our current provision takes place on Thursdays 3-5pm.

Pay

This role is an unpaid volunteer position.

Expenses

Reasonable travel expenses from home to the volunteer placement will be reimbursed with a valid receipt.

APPLICATION PROCESS

If you're interested in applying for this position, please supply the following in a word document format.

1. A CV (no more than 2 sides of A4) setting out your career history, education or qualifications, and other key responsibilities or achievements.

2. A brief supporting statement addressing the essential criteria and any relevant desirable criteria (up to 1 side of A4) highlighting your suitability for the role and why you want to volunteer at New Horizon Youth Centre.
3. Completed Additional Details Form – Please find enclosed. Your data will be stored separately from your application and will at no time be connected to you or your application by the shortlisting panel.

All documents should be emailed to New Horizon at recruitment@nyouthcentre.org.uk , making sure to put the job reference: VET001.



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home since 1967*

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