



Job Description

Job Title	Newham ESOL Exchange Coordinator
Hours	Part-time (7 hours/week) worked flexibly, normally between 9:00-18:00 Mon-Fri.
Term	Fixed term to end 31 March 2022, with a possibility of extension subject to funding
Reporting to	Directors
Responsible for	Project volunteers, as required
Location	Combination of office-based, home, and peripatetic working, primarily within the London Borough of Newham. Current office address: 170 Harold Road, Plaistow, London E13 0SE.
Benefits	£5,400 (i.e. £27,000 pa pro rata); 25 days' annual leave per annum plus public holidays (pro rata); employer contribution to pension of 3%.
Purpose of the post	To coordinate Newham ESOL Exchange by bringing people together who have an interest in ESOL through events, meetings and resources and linking learners with the support they need to flourish.
Background	<p>Newham ESOL Exchange is a network of people and organisations working together to improve ESOL in Newham. The Exchange is managed by <u>Compost London CIC</u> and funded on an ongoing basis by Newham Adult Learning Service.</p> <p>It brings together as a network people who deliver or host ESOL, and those who work in other ways with ESOL learners, such as community groups, health workers and employment advisors, enabling useful connections between them.</p> <p>Since 2008 we have published details of ESOL classes in Newham. This currently takes the form of a searchable map on our website: www.newhamesolexchange.org.uk. We also produce resources for providers, tutors and learners; publish a newsletter; and organise events and network meetings.</p>

Key responsibilities

The role holder will take a lead in coordinating and developing the network and its activities to ensure that it is a useful, 'go-to' reference point for ESOL in the borough. Duties will include:

- Maintaining, regularly updating, and developing the ESOL Exchange website, including course finder tool.
- Linking learners with courses.
- Developing resources for ESOL providers, tutors and learners.
- Planning and putting on network and training events for providers, tutors and others with a professional interest in ESOL.
- Producing and circulating a regular ESOL Exchange newsletter for those with a professional interest in ESOL.
- Horizon scanning – looking for and identifying trends, changes, groups, funding and partnership opportunities, and responding to these as appropriate.

- Developing new initiatives of benefit and relevance to the ESOL community, in conjunction with the steering group and wider network.
- Convening and servicing steering group.
- Attending regional network meetings.
- Monitoring, evaluating, refining and reporting on the work of the Exchange.
- Supervising volunteers as required.
- Participating in project and wider organisational team and planning processes and meetings, as well as regular one-to-one management supervisions.
- Other reasonable duties required from time to time in furtherance of the ESOL Exchange.

Person Specification

Skills & Abilities:	Essential (E)/ Desirable (D)
Excellent listening, verbal & written communication skills – using simple language.	E
Able to build rapport and work effectively with a diverse range of people.	E
Excellent time-management and organisational skills.	E
Sound numeracy skills.	E
Able to work effectively both as part of a team and independently.	E
Computer literacy, including working knowledge of MS Office (especially Word, PPT, Excel and Outlook), and video conferencing platforms such as Zoom.	E
Digital skills (eg: including website management, social media, and other digital communication platforms).	D
Speaker of other language(s)	D
Knowledge & experience:	
Experience of working within the VCF sector.	E
Experience of working in a public-facing role, triaging and responding to requests.	E
Experience of organising and facilitating meetings or forums	E
Knowledge of ESOL systems and curricula	E
Experience of organising events or training programmes.	D
Experience of collecting and collating records and other monitoring evidence, ideally using a Customer Relationship Management programme.	D
Experience of working alongside and supervising volunteers	D
Experience of ESOL as a learner or tutor	D
Attitudes & qualities:	
Enthusiastic, can-do attitude, systematic yet flexible approach, eye for detail.	E
Commitment to Compost's ethos and values, including collaboration & co-production, accountability & transparency, honesty & integrity, and equity & inclusion.	E
Commitment to working in accordance with Compost London's policies and procedures.	E
Commitment to own ongoing learning & professional development.	E

Application details

As an equal opportunities employer, we positively celebrate diversity and welcome applications from people from all backgrounds. We commit to interviewing anyone who is disabled and also meets the essential criteria or is able to do so with reasonable adjustments.

Any offer of appointment will be subject to the following:

- Receipt of two satisfactory references, including one from your current/most recent employer; and
- Satisfactory right to work check.

- You will be asked to disclose details of any relevant, unspent criminal convictions and these may be taken into consideration.

The personal information you provide with your job application is to assess your suitability for the role and to help us to improve our recruitment procedures. It will be stored in a restricted access filing system and deleted six months after the appointment to the post is made. The lawful basis for processing this information is to fulfil a contract. The demographic monitoring form will be kept separately from your main application and will play no part in the selection process, except to enable us to honour our commitment to interview anyone meeting the essential criteria who is also disabled. For further information please see our [privacy policy](#)

To apply, please send your CV, completed equalities monitoring form, and a personal statement explaining how you meet the criteria in the Person Specification. This could take one of the following forms:

- covering letter (maximum of 1000 words)
- slide deck (max 10 slides, 1000 words)
- video or audio recording (max 7 minutes)
- other format as agreed in advance ([email us to discuss](#))

For an informal conversation about the role, [please email us](#).

Applications should be submitted to anne@compostlondon.org.uk.

The deadline for completed applications is 5pm on Friday November 26th and late applications will not be considered. Interviews will be held during the week commencing November 29th.