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| CONWAY EDUCATION CENTRE |
| Job description |
| Job Title: Project Facilitator Adults Summer School |

**Post: Project Facilitator Refugee Adults Summer School 2017**

**Period of employment: 19 June to 18 August**

**Hours: 28 hrs per week (last week – 14/18 August, 14 hours)**

 **Monday to Thursday 9.30am – 4.30pm**

**Salary: £15 p/h**

**Responsible to: Centre manager**

**Context and Purpose of the job:**

The post holder will be responsible for the successful implementation and day to day running of Conway’s Adults Summer School for refugees housed in West Belfast.

Conway’s Adult Summer School for refugees is an integration project for refugees housed in West Belfast with a strong focus on English language development and local integration. It is an area based approach to bring local residents and refugees together, improve understanding of cultures and promote positive relationships and community cohesion.

The Summer School will be coordinated and delivered by the Project Facilitator in conjunction with a team of volunteers and an ESOL teacher. The Summer School will focus on English language development, increasing participants’ awareness of service provision available in the local area, including self-employment opportunities and breaking down barriers between local and refugee/asylum seeking communities. There will also be visits to local sports and youth organisations, leisure centres, gyms, library, etc.

This role requires excellent knowledge of West Belfast and its varied community and service provision, leadership skills, organisational and communication skills. It will involve managing and supporting a team of volunteers and collaborating with other agencies.

**The successful candidate must be available to work for the full duration of the Summer School and must undergo an Enhanced Access NI Security Clearance before appointment can be confirmed.**

**Duties and responsibilities:**

**Key tasks:**

* To be responsible for the management and day-to-day running of the Summer School for adult refugees housed in West Belfast
* To be responsible for recruitment, management and support of Summer School team: volunteers and session facilitators
* To work in partnership with participants, volunteers and local community organisations to develop and deliver a quality Summer School
* To organise induction session, motivate and lead the Summer School team
* To ensure effective communication within the team and between the team and Centre manager on all matters relating to the running of the Summer School
* To organize activities which improve participants’ understanding of local community and culture
* To organize activities/sessions involving local residents and participants to break down barriers and provide an opportunity for people to get to know each other and develop positive relationships
* Recruitment of Summer School participants
* Carry out appropriate risk assessments, following procedures and guidelines
* To ensure the safety and wellbeing of all participants and volunteers
* Organise planning and feedback sessions with Summer School participants
* Ensure Summer School team adhere to CEC’s safeguarding policies
* Manage own time and workload and ensure activities are carried out within budget constrains
* To undertake financial, administrative and statistical duties relating to the Summer School, including monitoring and evaluating its use and success in report format.

In order to deliver services effectively, a degree of flexibility regarding working hours is needed.

**Personnel specification**

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| **Conway Education Centre** **Project Facilitator Summer School 2017** |

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| **Requirements** |
| **Education** |
| **Essential** | **Desirable** |
| Dip HE in Youth and Community Work **or** relevant third level qualification **or** at leastone year community development work experience at a senior level | First Aid qualification |
|  | Teaching qualification |
|  **Experience & Knowledge** |
| **Essential** | **Desirable** |
| Experience of organising activities and events for multi-cultural groups | Experience of working with refugee and asylum seeking families and knowledge of cultural differences |
| Experience of recruiting, supporting and managing volunteers | Experience of carrying out Risk assessments |
| Understanding of the issues which can affect refugees attempting to rebuild their lives in a new country |  |
| Understanding of Safeguarding, Child Protection and Data Protection legislation |  |
| Excellent knowledge of West Belfast and its varied services and community provisions |  |
| **Skills & Ability** |
| **Essential** | **Desirable** |
| Excellent communication skills | Ability to use ICT effectively, including Microsoft Office programmes |
| Excellent management skills, to provide leadership and support. | Ability to carry out project monitoring and evaluation |
| Proven problem solving skills | Ability to evaluate the performance of volunteers and take corrective action as appropriate |
| Ability to work effectively with interpreters, volunteers and colleagues  |  |
| Proven ability to prioritise and manage your own workload within a pressurised environment |  |
| Excellent organisational skills with attention to detail |  |
| Commitment to CEC ethos and Equal Opportunities |  |

**CONWAY EDUCATION CENTRE**

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| Application form |
| Job title: Project Facilitator Summer School 2017 |

To be returned to: **Brenda Kelly**

  **Conway Education Centre**

 **5-7 Conway Street**

 **BELFAST**

 **BT13 2DE**

No later than: **Thursday 1st of June at 12 noon by post or email:**

 **info@conwayeducation.org**

**FOR OFFICE USE ONLY**

APPLICATION RECEIVED :

The following application form has been devised to assist in the short listing process and relates directly to the criteria outlined in the personnel specification. Please ensure that you outline in your answers how your qualification(s), skills and experience relate to the requirements of the post**.**

**Please provide practical, but concise examples. Answers should not exceed the maximum word count allowed; additional words over the maximum amount will not be taken into consideration.**

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| **PERSONAL DETAILS** |
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|  | TELEPHONE  |  |  |
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|  | NATIONAL INSURANCE NO. |  |  |
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|  | **EDUCATION AND TRAINING** |  |
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|  | **QUALIFICATIONS** |  |
|  | LEVEL | SUBJECT | GRADE | YEAR TAKEN |  |
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|  | **THIRD LEVEL/FURTHER EDUCATION** |  |
|  | UNIVERSITY/COLLEGE |  |  |
|  | DEGREE & CLASSIFICATION |  |  |
|  | MAIN SUBJECTS |  |  |
|  | DATE OF AWARD |  |  |
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|  | **PROFESSIONAL QUALIFICATIONS** |  |
|  | NAME OF PROFESSIONAL BODY | QUALIFICATION OF MEMBERSHIP |  |
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|  | **OTHER TRAINING** |  |
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| **1** | **Please detail your experience of organising activities and events for multi-cultural groups****Max. 500 words** |
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| **2** | **Please detail your experience of recruiting, supporting and managing volunteers****Max. 500 words** |
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| **3** | **Please provide details of your ability to/ experience of working effectively in a team****Max. 300 words** |
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| **4** | **Please provide details of your experience and ability to provide leadership and support to others.** **Max. 300 words** |
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| **5** | **Please detail your understanding or knowledge of the issues which can affect refugees attempting to rebuild their lives in a new country****Max. 300 words** |
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| **6** | **Please detail your excellent knowledge of West Belfast and its varied services and community provisions** **Max. 500 words** |
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| **Please include any other relevant information in support of your application:****Max. 300 words** |
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 **The post holder will be required to fill in an Access NI form for Enhanced Disclosure.**

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|  | **REFERENCES** |  |
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| **Please provide the details for two references. At least one should be your current employer, if applicable, or a previous employer.****References may be sought prior to interview, and will be made available to the selection panel.** |
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|  | **Name** |  |  |  |  |  |
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|  | **Address** |  |  |  |  |  |
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The information given in this form is correct to the best of my knowledge. Any false statement may lead to my rejection, or if employed, dismissal.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **VOLUNTARY WORK** |
|  | **PERIOD OF SERVICE****(beginning with most recent)** | **ORGANISATION** | **TITLE & DUTIES** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |

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| **EMPLOYMENT HISTORY** |
|  | **PERIOD OF EMPLOYMENT****(beginning with most recent)** | **EMPLOYER** | **JOB TITLE & DUTIES** | **SALARY** |
| **1** |  |  |  |  |
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| **4**  |  |  |  |  |
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