

## Job Description and Person Specification:



<b>Job Title</b>	Jacari Oxford Assistant Coordinator
<b>Salary</b>	£21,000 - £23,000 per annum (£10,500 - £11,500 pro rata)
<b>Hours</b>	Part-time 0.5 FTE - 18.75 hours/2.5 days per week, including occasional evening/ weekend working. Hours are flexible.
<b>Contract</b>	Temporary 1 year contract
<b>Annual leave entitlement</b>	27 days, plus 8 bank holidays, pro rata
<b>Location</b>	Mixture of office working (when safe to do so) in central Oxford and working from home. Travel within Oxford is also required - to visit partner schools etc.

Jacari is looking for a resourceful, motivated individual to become the Assistant Coordinator of our Oxford branch. This position offers an excellent opportunity for anyone wanting to develop their experience of working in the voluntary sector.

### Job Purpose

To assist with the day-to-day running of the charity's branch, including managing a team of volunteers and successfully liaising with schools.

### Principal Duties

#### 1. Volunteer Management

- 1.1. Assisting with the recruitment of volunteers both from the universities and from the general public, including publicising opportunities, responding to enquiries and processing applications
- 1.2. Carrying out volunteer inductions, including processing their DBS checks, carrying out informal interviews and delivering training, including Safeguarding training
- 1.3. Matching volunteers with pupils
- 1.4. Providing ongoing, regular support to volunteers, dealing with queries, providing teaching advice or resources, and identifying training needs where appropriate
- 1.5. Managing and supporting our student volunteer committee, assisting with their recruitment and setting and monitoring their budget

#### 2. School liaison

- 2.1. Maintaining strong relationships with our partner school contacts by responding to all communications promptly and meeting at least twice per year
- 2.2. Processing pupil referrals and ensuring pupil records are kept up to date
- 2.3. Ensuring parents/carers are communicated with clearly, including organising meet-and-greet sessions with new volunteers and producing clear information leaflets and/or letters
- 2.4. Dealing with parent/carer and teacher queries

### **3. Events**

- 3.1. Assisting with the organisation of termly children's events / trips, including management on the day
- 3.2. Assisting our volunteer committee with organising fundraising and/or volunteer social events
- 3.3. Organising occasional community / public-facing events

### **4. Administration and communication**

- 4.1. Dealing with correspondence in a timely and professional manner
- 4.2. Keeping our CRM system updated
- 4.3. Assisting with maintaining our financial records / book-keeping
- 4.4. Supporting our Fundraising and Communications Officer to maintain Jacari's social media presence and website, and raise our profile locally and nationally
- 4.5. Cooperating with our partner organisations, including keeping good relationships with other community groups and looking for new productive collaborations

### **5. Other**

- 5.1. Adhering to our policies at all times, including making sure parents, schools and volunteers are aware of our safeguarding policies and procedures
- 5.2. Assisting with monitoring and evaluation, including conducting surveys and focus groups of teachers, volunteers, pupils and parents on a termly basis and assisting in completing our annual impact report
- 5.3. Supporting the rest of the team with funding bids and/or grant reports as and when required
- 5.4. Reporting to our Board of Trustees as and when required, and acting on their decisions

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.

Line management is provided by the Senior Coordinator (based in Oxford) and you will work closely with the whole Jacari team to ensure standardisation of practices across the organisation. Support and guidance is provided by our Board of Trustees.

## Person Specification

### Experience

<b>Essential</b>	Experience of project management Experience of recruiting, training and managing volunteers
<b>Desirable</b>	Experience of working with, enthusing and engaging university students Experience of managing a committee or team Experience of working, or building good relationships with schools, Local Authorities, voluntary sector organisations or other relevant bodies Experience of tutoring or teaching, particularly English as an additional language Experience of organising and managing events Experience of publicity, including through social media

### Qualifications

<b>Desirable</b>	Education to degree level or equivalent Teaching qualification or qualification in relevant subject
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### Skills

<b>Essential</b>	Excellent written and spoken communication skills Strong organisation and administrative skills Ability to work with children, young people and university students Good IT skills
<b>Desirable</b>	Good presentation and public speaking skills Financial management skills Ability to use Salesforce and manage a website (or a willingness to learn)

### Knowledge

<b>Essential</b>	Understanding of the issues and challenges facing black and minority ethnic children and young people, and those with English as an additional language
<b>Desirable</b>	Knowledge of Child Safeguarding policies and procedures Understanding of education issues, and pressures on the education system Understanding of the voluntary sector and its priorities Knowledge of Oxford and its diverse communities Knowledge of University of Oxford/Oxford Brooke's student structure and activities

### Disposition

<b>Essential</b>	Friendly, approachable and professional manner, able to portray a positive image as the public face of Jacari Passionate and enthusiastic about the opportunity to help Jacari support local EAL children and families Creative, with the willingness to think outside the box, implement new ideas and deal with difficult situations when they arise Proactive and happy working independently, and also as part of a team
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We welcome applications from all sections of the community we work with and recognise the value that diversity adds to our work and organisation. We encourage applications from BAME, disabled and LGBTQ people that are under-represented in our workforce, as well as people with lived experience of migration and/or speaking English as an additional language.

As per Jacari's Safeguarding Policy, the successful candidate will need to undergo an enhanced DBS check if offered the role.