

Job Title	English Language Support Link Worker
Salary Band	£25,789 - £27,846
Grade	D
Reporting to	Operations Director
Work base	SAVTE Offices / Hybrid
Date of issue	October 2024
Closing Date	25th October 2024 12:00 Noon
Additional Information	All applicants will need to complete a SAVTE application form to be considered for the position. Please send all completed application forms to SAVTE@SAVTE.org.uk



JOB DESCRIPTION

MAIN PURPOSE OF THE ROLE

The role forms an integral part of SAVTE's Programme Delivery Team and contributes to the delivery of a variety of programmes including the recruitment, training and retention of volunteers to provide 1 to 1 or group-based English learning either online or face to face with learners, most of whom are unable to access mainstream provision. The 1 to 1 Link Worker's role is to assess and understand learners' needs and aspirations, and to work with their volunteers to support learners' progression in gaining new skills, confidence and knowledge. A significant part of the role will be in direct delivery of volunteer training.

Interested candidates are encouraged to contact Jo Holliday, SAVTE's Operations Director, on 07719 344 828 for an informal conversation about the role.

KEY RESPONSIBILITIES

Volunteer Support and Coordination

- Recruit, interview, assess and assign volunteers to placements along with the Programme Support Team
- Design and deliver SAVTE volunteer training courses (with Lead Tutor)
- Allocate placements for volunteers and facilitate development of learning plans responsive to identified language needs
- Provide on-going support for volunteers, online or face to face, facilitating reviews and supporting development opportunities
- Respond to any issues that may arise during placement, supporting session and resource planning, and providing end of placement reviews and assessments
- Maintain and update all volunteer records on the appropriate database.

Learner English Language Development

- Support and manage a cohort of learners and the volunteers supporting them, which may include those participating in 1:1 sessions and small groups within a defined locality
- Working with the Lead Tutor and Programme Support Team, follow up with learner referrals, assessing learners' needs and determining what input is appropriate



- Undertake risk assessments for all new referrals (and placements) that take into account safeguarding, lone working and environmental/health factors
- Support SAVTE's Lead Tutor with resource development
- Work with Community Link Workers to identify and develop new provision for small groups either online or in the community
- Where required, deliver ESOL provision according to organisational needs
- Where required, support participants to access online learning

Information Advice and Guidance (IAG)

- Maintain accurate information on alternative local provision and sources of support
- Update the wider SAVTE team on new developments and relevant opportunities
- Identify progression opportunities across SAVTE programmes and externally for learners and volunteers
- Support other Link Workers with completing learner reviews, identifying progression opportunities and outcomes for learners

External Engagement

- Raise SAVTE's public profile to reach more members of the community and attract a greater diversity of potential volunteers through a range of opportunities including networking, encouraging engagement through "word of mouth", attending community events, producing content for our newsletters and website/social media
- Raise awareness of the value of volunteering, language learning and participation
- Undertake ongoing development work to build and maintain links with organisations and key partnerships which share the overall aims and values of SAVTE
- Facilitate effective learner referrals by attending community events or producing content for newsletters etc.

Organisation - Operations and Development

- Contribute and undertake project development tasks as required
- Contribute to SAVTE's communication strategy to raise profile in order to increase volunteer applications
- Facilitate effective learner referrals by attending community events or producing publicity
- Use database and other information management systems in accordance with SAVTE processes and procedures



- Ensure all activities comply with SAVTE's agreed policies and procedures including Safeguarding, Domestic Abuse, Health and Safety, Lone Working, Equity Diversity & Inclusion and GDPR, and recognise accountability for your activity
- Undertake own administration as necessary to ensure organisational records are maintained effectively as required
- Participate in one-to-one meetings, appraisals, team and partnership meetings as required by your manager
- Contribute to the Annual Report and other funding reports as required with relevant data including case studies
- Identify and agree annual objectives with the Operations Director as part of your appraisal, review these and update progress on your Breathe record
- Identify your own training and development needs to support your agreed objectives and attend training courses and events as necessary
- Undertake any other duties as required, consistent with the scope of the post

ADDITIONAL INFORMATION FOR THIS POST

- **Our normal hours of work** are 28 per week, with working days as agreed. Days and times of work are flexible by agreement both to meet the needs of the project and volunteers, and support employees to maintain a good work - life balance. Some additional hours may be required from time to time, which could include evenings and weekends, this will be agreed with your manager, and the equivalent time can be taken in lieu at a mutually agreed time.
- **Working Days:** SAVTE is open Monday to Friday - some evenings and weekend work will be required for which TOIL can be taken
- **Annual Leave:** 28 days + 8 bank holidays (pro-rata)
- **Pension:** SAVTE has a workplace pension scheme
- **Probation:** this role is subject to a 3-month probation period
- **Period of Notice:** 1 calendar month on either side

Qualifications and Experience	Shortlisting Criteria -
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	essential or desirable
<ul style="list-style-type: none"> Experience of working with and supporting volunteers in diverse communities particularly with adult speakers of other languages 	E
<ul style="list-style-type: none"> At least 2 years' experience delivering ESOL support for adults, ideally in a community setting 	E
<ul style="list-style-type: none"> Experience of assessing and supporting adult ESOL learners with additional needs and barriers to participation in mainstream learning provision 	E
<ul style="list-style-type: none"> A qualification at L4 or above in Education and Training or ESOL subject specialism (e.g. CELTA, TESOL) 	D
<ul style="list-style-type: none"> Knowledge and experience of supporting progression and using IAG (Information, Advice and Guidance) to enable adults to achieve further learning or employment outcomes 	D
<ul style="list-style-type: none"> Experience of using technology to support learning activities online 	D
<ul style="list-style-type: none"> Monitoring and evaluation, collecting and maintaining records, producing reports to evidence outcomes 	D
Knowledge and Skills	
<ul style="list-style-type: none"> Awareness or lived experience of the barriers facing of people whose first language is not English 	D
<ul style="list-style-type: none"> Understanding of learner-centred development methods and resources for one-to-one teaching in the home, informal groups, other community settings and online 	E
<ul style="list-style-type: none"> Experience of developing and producing learner-centred teaching resources 	E

<ul style="list-style-type: none"> • Experience of assessment of learners' English levels and learning needs to inform appropriate inputs and measure impact 	D
<ul style="list-style-type: none"> • Use of a reflective approach to review work and adapt accordingly 	E
<ul style="list-style-type: none"> • IT skills – e.g. MS Office, Google Workspace 	E
Personal Qualities	
<ul style="list-style-type: none"> • Ability to work on own initiative to organise, plan and prioritise own work programme, including when under pressure, in order to ensure agreed deadlines are met 	E
<ul style="list-style-type: none"> • Good written, oral and interpersonal communication skills necessary for effective interaction with learners (speakers of other languages), volunteer tutors, organisations and the public 	E
<ul style="list-style-type: none"> • Ability to work flexibly and enthusiastically within a team and motivation to work on own initiative, taking responsibility for own performance 	E
<ul style="list-style-type: none"> • Knowledge of, and commitment to, equity, diversity and inclusion and community development values 	E
<ul style="list-style-type: none"> • Commitment to maintaining security in compliance with safeguarding and GDPR requirements 	E
Personal Circumstances	
<ul style="list-style-type: none"> • Flexibility to work occasional weekends and evenings for specific events or activities such as volunteer training or meetings 	E

<ul style="list-style-type: none"> Flexibility to work from home, in the office or in community settings 	E
<ul style="list-style-type: none"> Ability to travel to different locations in Sheffield either using own car, bike or public transport 	D



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