

Employer:	Advising London (AL)
Responsible to:	Latin American Community Coordinator
Employments Status:	Volunteer
Hours:	Minimum 6hrs each week
Availability:	Tuesdays - 10:00am – 4:00pm
Duration:	Minimum 3 - 6 months

Role summary

To deliver quality conversation in English education lessons to Latin American adults whose first or main language is not English. This will mainly be delivered through interactive training sessions, talks and presentations. To contribute to the professional, corporate life of Advising London in relation to Latin American students.

Responsibilities

- Ability to plan, prepare and deliver conversation in English lessons
- Ability to prepare teaching materials
- Helping Latin American students improve their listening, reading, writing and speaking skills via group sessions
- Ability to mark and provide appropriate feedback on oral and written work;
- Ability to contribute to the Latin American community project planning and improvement processes
- Basic administration, such as keeping student registers and attendance records.

Our requirements

- An interest in and/or experience of EAL (English as an Additional Language) teaching and/or ESOL
- Ability to use a variety of IT packages (Microsoft word, excel, power point and outlook).
- Good communication skills including telephone skills
- Good written skills, articulate with good spelling and grammar
- able to engage well with people from a diverse range of cultures and background
- ability to assist with setting up of training spaces and resources and to take part in interactive activities
- Willing to work in an office environment at an administrative capacity
- Enthusiasm for, and a commitment to, working in a team.
- Experience of using initiative willingness to be proactive
- You must not be a service user of Advising London within the last two years

What's in it for you

Gain invaluable work experience of developing, delivering and evaluating training/ teaching programmes. The satisfaction that you are helping to build a bridge between the Latin American community and the rest of society. This opportunity will enhance your confidence and administrative skills. We can help you by giving you this opportunity to maximise your current skills. We will provide full support for the duties you will be responsible for.

Expenses

The organisation's volunteers are able to claim reasonable **out of pocket expenses**, subject to the production of receipts as evidence of the expenditure. This is necessary to ensure that all individuals have access to voluntary opportunities.

Recruitment Process entails

Interview, DBS check (at no cost to the volunteer), references, induction training and trial period.

How to start volunteering

If you would like to become part of a growing team dedicated to combatting poverty and injustice please download the application form from <http://advising.london/volunteer>

If you require further information regarding the roles please contact us by emailing volunteering@advising.london or calling 020 3752 5520