

**Birmingham Churches Together Training**  
**VOLUNTEER ADULT LEARNER SUPPORTER**  
**JOB DESCRIPTION**

**Job title:** Volunteer Adult Learner Supporter

**Responsible to:** The Centre Co-ordinating tutor

**Managed by:** The Training and Development Officer

**Purpose of the job:** BCT Training seeks to reach out to those adults who need assistance with English as a second language; particularly those who are unable to access college provision. This is achieved through ESOL projects based in local communities which are led by Co-ordinating Tutors and teams of volunteers under the direction of the Training and Development Officer. These ecumenical projects demonstrate an effective tool for mission with and for all God's people.

**Main tasks:**

1. To support the Centre Co-ordinating Tutor and other volunteers in the day to day running of the project.
2. Make an agreement with the Centre Co-ordinating Tutor about attendance at ESOL sessions and notify her/him of any changes.
3. Arrive before the session begins to assist with the setting up of the room and resources and attend the briefing with the Co-ordinating Tutor.
4. Welcome the learners, put them at ease and make them glad they came.
5. Assist individuals or small groups of learners with activities as directed by the Co-ordinating Tutor.
6. Identify any problems and difficulties that learners may be experiencing with regard to their learning.
7. Provide feedback to the Co-ordinating tutor on the progress of individual learners and any issues of concern. This feedback, where appropriate should take place at the end of the session.
8. Assist with clearing up at the end of the session, the storing of resources and record keeping where required.

**Expenses:** Volunteers will be reimbursed for any out-of-pocket expenses whilst working at the Centre as agreed by the Centre

**Review:** The volunteer agreement will be reviewed at the end of each academic year.

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**PERSON SPECIFICATION**

1. A volunteer is required to have the City and Guilds 9297 Learning Support Certificate (this requirement is under review as from September 2008) or a recognised equivalent (it is possible to begin volunteering whilst attending this programme)
2. An Enhanced CRB Disclosure will be required even if one is already in the volunteer's possession.
3. It is expected that the volunteer will be in sympathy with the aims, objectives and mission of Birmingham Churches Together Training
4. It is essential that a volunteer can demonstrate verbal and written communication skills at Level 2 (NQF).

Further information regarding volunteering with BCT can be found in the BCT/church/organisation Volunteer Policy and other related documents.

20/09/08