

Employer: Action Foundation

Vacancy: Language and Learning Assistant

Hours: 15

Salary: £11.44 per hour – National Living Wage

Working pattern: TBC

Number of vacancies: 1

Job Summary

Action Foundation is an award-winning charity that provides opportunities for marginalised people with experience of migration to overcome their isolation and exclusion by providing accommodation, ESOL classes and employability support, young person services and facilitating social connection and advice.

Our Language & Learning service helps people to learn English and progress in education, training and work.

This is an excellent role if you are interested in a career in teaching, administration or support work.

The types of activities you will be doing is:

- Administrative support to the team and volunteer teachers; such as payment of client bus fares and responding to enquiries
- Supporting teachers in the classroom such as photocopying materials, coordinating refreshments and classroom set up and tidying
- Directly help customers with basic digital skills
- Diary management for staff and volunteers, such as organising meetings and appointments
- Diary management for senior staff, coordinating appointments and meetings

Essential skills, experience and qualifications

What do we expect to see from you?

This is a starting role, so we don't need qualifications or experience... that's what we're here for. But there are a few key behaviours and skills we want to see from our candidates; and these are ones that if you possess and can demonstrate; you will make this work placement a real success!

- Highly organised with good attention to detail
- A commitment to own learning and development and ready to complete the training on offer
- Ability to demonstrate customer care and to be polite and courteous
- Good communication skills
- Meet deadlines
- Happy to work on your own and as part of a team
- A desire to support people seeking asylum, refugees and other migrants