



## **English and Literacy Coordinator**

Akwaaba is looking for a volunteer English and Literacy Coordinator to oversee, develop and expand our language teaching project.

### **About Akwaaba**

Akwaaba is a volunteer-run Sunday social centre for migrants. It's a safe, welcoming space where members connect with one another and construct a shared community. We aim to reduce social isolation, build lasting relationships of solidarity between new members of the community and old, and offer practical and emotional support. Every Sunday, Akwaaba members prepare a meal, share their experiences, learn new skills and participate in workshops.

In keeping with the rest of the project, our English classes aim to be safe, friendly and non-hierarchical spaces. Learning is collaborative and reciprocal and teaching opportunities emerge from the needs or ambitions of the group rather than following a prescribed curriculum.

### **Who we are looking for**

We are seeking an English and Literacy coordinator who shares the values of the Akwaaba community. The right person should have a demonstrable commitment to migrants rights and the ability to work with all other Akwaaba members showing empathy, sensitivity and a commitment to inclusion. They should want to become part of our community and be prepared to commit to the role for a year or more.

Ideally, the coordinator will have some experience of working with vulnerable people from a wide range of backgrounds and some teaching experience.

## Responsibilities of the role

The English and Literacy Coordinator will work with the team of teaching volunteers, the steering committee and other Akwaaba volunteers. Their primary responsibilities are:

- Planning and implementing the overall direction of Akwaaba's English teaching. This will include drawing up a plan for the English and Literacy project in collaboration with the Akwaaba steering committee.
- Recruiting and supporting teaching volunteers
- Engaging Akwaaba members with the English project and allocating students to classes during Sunday sessions
- Supporting volunteers with resource preparation, lesson preparation and follow-up
- Record keeping
- Building contacts in the community and supporting members to access formal language teaching outside Akwaaba
- Communicating with the steering committee and wider Akwaaba community about the English project
- In sessions, the coordinator might also teach, but it's not a requirement of the role.

The Coordinator should attend Akwaaba's Sunday sessions and be able to spend 2-4 hrs per week on other responsibilities. They should attend quarterly Coordinators meetings. This is a role that could be shared between two coordinators, depending on the amount of time that suitable candidates can commit to the project.

## How to Apply

If you would like to be considered please email [akwaabalondon@gmail.com](mailto:akwaabalondon@gmail.com) with an up to date CV if available. You will then be asked to complete a short volunteer application form. All applications will be reviewed and those short-listed will be invited for an interview.

Volunteer application forms must be submitted by Sunday 25<sup>th</sup> March. Interviews will take place during the following week.

