

Volunteer Role: Adult Learning Mentor

The ClementJames Centre is looking for an enthusiastic and motivated Adult Learning Mentor with great communication skills to join our team and contribute to the Centre's Adult Learning classes. This is an excellent opportunity for someone who wants to get hands-on experience working in the charity sector around education, teaching and interpersonal communication.

The Adult Learning Mentor will support the class teacher with their lessons, offering assistance when handing out and collecting work, providing one to one help to students struggling in the classroom and helping to facilitate group discussions. The mentor may be offered the chance to assist in the competition of administration outside of the classroom, contacting learners, photocopying and inputting data onto the database. The mentor may also hold one to one lessons outside of the classroom to provide students with extra support.

Key Tasks

The key tasks of the Adult Learning Mentor include:

- Supporting the classroom teacher with delivering the lesson
- Handing out and collecting work sheets and stationary
- Facilitating group discussion within the classroom
- Offer one to one assistance with students struggling to understand set tasks
- Completing administration tasks; contacting learners, inputting data, photocopying
- Leading group work within the classroom

Person Specification

We are looking for volunteers who:

- Are enthusiastic and have a 'can-do' attitude
- Are committed to helping their students thrive in the classroom
- Have an interest in supporting students within a learning environment
- Have good English speaking and writing skills
- Are aligned with The ClementJames Centre's values



Support

The ClementJames Centre deeply values the support of its amazing volunteers and is always seeking to improve the volunteer experience. Volunteers are invited to attend support and supervision sessions with the Volunteer Coordinator to check in with how they are doing. We will also provide a reference for any future job applications. Volunteers are always welcome to contact Phoebe to discuss their role - phoebe@clementjames.org.

Expectations

- The ClementJames Centre requires attendance of at least 1 day per week, for the allocated hours
- At least 6 weeks of commitment
- 24hr notice of absence
- Commitment to The ClementJames Centre's values and policies/procedures



How to Apply

1. Obtain an expression of interest form via emailing phoebe@clementjames.org or downloading it off our website at clementjames.org
2. Send us your completed volunteer application form by emailing phoebe@clementjames.org
3. **Attend an interview at the Centre**, where we will discuss your strengths, goals, interests and ambitions with us