

## Karmand Community Centre Outline Job Description

<b>POST TITLE</b>	<b>Outreach Worker</b>
-------------------	------------------------

<b>POST REF</b>	
-----------------	--

The following information is provided to help staff joining the Karmand Community Centre to understand and appreciate the work content of their post and the role they are to play in the organisation. However the following points should be noted.

1. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used, in which case all the usual associated routines are naturally included in the job description.
2. Officers should not refuse to undertake work which is not specified on this pro-forma but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Karmand Community Centre is an Equal Opportunities employer.

### **PRIME OBJECTIVES OF THE POST:**

Karmand Community Centre offers high quality education and community services, covering the areas of Arts, Crafts, Skills for Life and Adult Literacy, Computing & IT, Business, Music, Languages, Health, Personal and Professional Development

### **SUPERVISORY/MANAGERIAL RESPONSIBILITIES:**

Occasional supervision of trainees.

### **SUPERVISION AND GUIDANCE:**

Directly responsible to the Training officer on a day to day operational basis within the overall organisational objectives laid down by the Management Committee.

### **RANGE OF DECISION MAKING:**

To use own initiative in teaching area. Routine decisions relating to care and welfare of Learners in line with the Health and Safety requirements.

### **RESPONSIBILITY FOR ASSETS, MATERIALS ETC.:**

Responsibility for all equipment and play materials.  
Confidentiality of information.

**RANGE OF DUTIES: -**

1. Preparing suitable courses to meet the needs of the students in the class within the framework of Integration.
2. Organising educational outings and helping integration tutors.
3. Organising and developing ways of working which are responsive to the particular requirements of speakers of other languages on ESOL courses and Citizenship
4. Engage with groups in Bradford and neighbouring around particularly newly migrated from Third National Countries and involve them in Integration.
5. Use creative methods to bring people together to participate in activities that promote inclusion and integration
6. Help to develop focal points for projects addressing and encourage more use of services provided
7. Attendance at occasional staff meetings and a commitment to in service training
8. Ensuring that the administrative tasks (e.g. registers, enrolment forms, course folders) are completed in accordance with the Centre's requirements
9. Help to recruit learners and support volunteers for Integration Project
10. Create/strengthen links with local churches, mosques, synagogues and other faith organisations
11. Working with other agencies and initiatives, provide for communities to come together to challenge stereotypes and racial injustice in a safe environment
12. Undertake any other tasks that are appropriate to the post and which reflect the needs of the organisation, to be negotiated by the post holder, and Centre Manager

OFFICIAL USE ONLY	Compiled by Staffing Sub- Committee	Assessment Date 08/08/2019	Date of Issue 08/08/2019	Post Grade
-------------------------	---	----------------------------------	-----------------------------	------------

**PERSONNEL SPECIFICATION**

**Post Title: Outreach Worker**

**Post Reference:**

**Summary of Job:** To provide an efficient and effective outreach and administrative support to the project and all its staff and service providers at the centre and to facilitate the efficient implementation of their duties and responsibilities in meeting the needs of the community using the centre. To provide administrative support to the training provision at the centre and organise courses as required

Karmand Community Centre is an Equal Opportunities Employer and requires its employees to carry out its policies concerning racial and sex equality and the rights of people with disabilities both in terms of equal opportunity for employment and access to its Services.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>EXPERIENCE</b>	Minimum of two years' experience of outreach work in community setting.  Experience of preparing Learning for English accreditation	Experience of working with ethnic minority communities.	Application Form Interview
<b>QUALIFICATIONS</b>	GCSE or equivalent in Math and English.	Teacher training qualification for ESOL Integration.	Application Form Interview
<b>TRAINING</b>	Prepared to undergo further development and training as operational needs dictate.	None	Application Form Interview
<b>SPECIAL KNOWLEDGE</b>	Competent in English and an Asian Language. Understanding of different cultures, religions and customs of Asian Communities.	Ability to speak Urdu and Punjabi. Local knowledge (i.e. the Bradford area)	Interview Test

<b>EQUALITY</b>	Candidates should indicate an acceptance of and commitment to the principles underlying Karmand Community Centre's Equal Rights policies and practices.		Interview
<b>DISPOSITION ADJUSTMENT/ ATTITUDE</b>	The ability to evaluate students' progress and maintain clear records	None	Interview
<b>PRACTICAL &amp; INTELLECTUAL SKILLS</b>	The ability to evaluate his/her own performance. Experience of offering advice to learners with regard to their progression within ESOL or other curriculum areas as appropriate  The ability to work as part of a team	None	Application form & Selection process
<b>CIRCUMSTANCES PERSONAL</b>	Must be legally entitled to work in the UK. Ability to work occasional unsocial hours (to fit in with training programmes) Able and willing to attend meetings outside the local area Able and willing to contribute to regional, national or other projects where relevant and appropriate	None	Sight of Home Office specified documents at interview.
<b>PHYSICAL / SENSORY</b>	Must be able to perform all duties responsibilities in work location with reasonable adjustment where appropriate under the provisions of the DDA 1995. .		Information supplied by applicant prior to or during the selection process.

### **SPECIAL CONDITIONS**

Management requires that the following checks be carried out as part of the recruitment process e.g. CRB, Warner Process.	Level of Disclosure:
---	----------------------