



WELCOME PROJECT OFFICER JOB DESCRIPTION

The Welcome Project is a collaboration between the One World Centre (Isle of Man) and Café Lingo (Isle of Man). The One World Centre is a development education charity (No. 1192) Café Lingo, which is run entirely by volunteers, provides friendly support to newcomers to the Island whose native language is not English, opportunities to meet others, free weekly English lessons, and information to help with integration.

The Welcome Project aims to help newcomers to the Isle of Man to settle on arrival, improve their English language skills, understand Manx culture and customs, and to integrate into society. In part, the project has been created in response to the Isle of Man Government's Ukraine Support scheme but is intended to be open to all new arrivals on our Island and particularly those who do not have English as a first language. The project is funded by the Manx Lottery Trust and is anticipated to last 18-24 months in this phase.

We are now looking for a Project Officer to implement the project. This person will need to be highly organised and self-motivated, and someone who is capable of developing ideas into action. Excellent communication skills are essential and TEFL experience will be highly desirable, along with the ability to work collaboratively. The successful candidate must have confidence in their ability to develop supportive and productive relationships with a variety of people at differing levels as well as being respectful of other cultures and systems of belief.

The role will be part-time with an average of 10 hours per week with some flexibility to cover busier times. Salary will be up to £20 per hour depending on experience and qualifications. The Project Officer will be based at the One World Centre office/Café Lingo meeting space at the Promenade Methodist Church in Douglas although some home working can be accommodated. The role will involve travel throughout the Island as required.

Key duties of the role:

- Liaise with Government bodies, other agencies and organisations to develop links and opportunities to improve the experience of new arrivals to the Isle of Man.
- Provide a regular Drop In session to welcome new arrivals, signpost information and advice and maintain a point of contact.
- Develop and provide helpful information on accessing key services.
- Create links with other cultures and national groups on the Island to promote social interaction and initiate social events.
- Deliver one Saturday morning English lesson at Café Lingo per month to non-native English speakers (and provide cover, where possible, in the absence through sickness of Café Lingo volunteers).
- Expand the Café Lingo language service by providing opportunities for non-native English speakers to practise English on an additional day each month and/or to different age groups.

Person specification
Essential qualifications, skills, experience and personal characteristics required

Excellent communication skills – both verbal and written	Essential
Highly self-motivated	Essential
Able to work on own initiative	Essential
Good organisational skills	Essential
Empathetic and non-judgmental	Essential
Team worker and networker with collaborative approach	Essential
TEFL qualified or willing to undergo accredited online TEFL training in early 2023	Essential
Driving licence and own transport	Desirable
Isle of Man worker	Desirable

The successful candidate will be employed by the One World Centre (Isle of Man) and report to the Welcome Project Committee which includes representatives from the One World Centre (Isle of Man) and Café Lingo (Isle of Man). Day to day management will be carried out by the One World Centre Coordinator.

The successful candidate must also be willing to undergo DBS checking (enhanced and with barring) for work with vulnerable adults and children and undertake the relevant safeguarding training that will be provided. A work permit would need to be sought for a successful non-Manx worker candidate.

Closing Date for Applications: 5pm Thursday 8th December

Expected Interview Date: Week beginning 12th December

Appointment: From Jan/Feb 2023

Applications: Please send a copy of your CV and a letter of application to Wendy Shimmin at the One World Centre (email: info@owciom.org). Please also provide details of two referees. (Satisfactory references will be sought prior to appointment.)