



# Study Club Volunteers

## Job Description

<b>JOB TITLE:</b>	Study Club Volunteer
<b>Location:</b>	The Lighthouse, Harlesden
<b>HOURS:</b>	Up to 2 hours per week
<b>SALARY:</b>	Voluntary
<b>CONTRACT:</b>	6 months minimum (during term times)

### **Job purpose:**

Refugee Education UK (REUK) provides educational support to young people affected by displacement. We support young people to overcome the barriers that prevent them from accessing and progressing through education in the UK, in order that they may realise their potential and build a brighter future.. We work with unaccompanied minors, refugee and asylum seeking children in families, and young survivors of trafficking aged between 14-25 years old.

We are launching a new English & Maths Study Club for young refugees and asylum seekers aged 14–25. This will be a welcoming, informal space where young people can get help with homework, improve their English and Maths, and build confidence in a relaxed and supportive environment.

Sessions will include homework support, small group learning, conversation practice, and light activities or games during breaks. Our goal is to make learning feel practical, social, and enjoyable.

The classes will run weekly every Wednesday 3:30 - 5:30 PM during term times. As a Study Club Volunteer, you will help facilitate the sessions and support young people with English, Maths, or general study skills. You do not need to be a qualified teacher, but you should feel confident supporting learning at school or college level. You will meet with other volunteers weekly to plan each session, and with the Mentoring Coordinator monthly, to provide an update and discuss any potential concerns. During the running of the classes, expect about 1 hour per week planning/admin time, including to fill in a feedback form after each session and any other reasonable activity needed to ensure the smooth running of the classes.

## **Key responsibilities:**

1. To attend full induction training and complete all relevant child protection checks;
2. Before the start of the group, plan the general structure of the sessions, games or discussion topics with the support of the Mentoring Coordinator.
3. Attend sessions consistently (minimum twice per month during term time)
4. Help facilitate small group learning sessions and encourage participation, confidence and positive engagement.
5. Safeguard and promote the welfare of children and young people you come into contact with, by reporting regularly to the Mentoring Coordinator and following the safeguarding procedures when needed;
6. Complete weekly feedback forms after each class.
7. Liaise with the Mentoring Coordinator for support in delivering the classes, when needed.

## **Person specification:**

1. Experience in teaching English or Math to young people (ie: flexibility and patience sometimes required for youth work);
2. Experience with group work facilitation (eg youth clubs, English/conversation classes, etc.) preferred;
3. Experience of working with people from a variety of backgrounds and cultures;
4. Ability to work on own initiative and a willingness to take on relevant preparation;
5. Ability to think creatively and problem-solve;
6. Excellent communication/interpersonal skills;
7. Good organisational skills;
8. Ability to cope with emotionally-demanding and stressful situations;
9. Motivated to promote the wellbeing of children and young people;
10. Commitment to and ability to work in accordance with REUK's Child Protection Policies and Ethos.

We are an equal opportunities employer, and welcome applications from a wide range of volunteers, including those with lived experience of forced migration, and from other backgrounds that are currently underrepresented among our volunteers and staff.

Additionally, if you feel you would require reasonable adjustments in order to carry out the role or attend in person interview at REUK due to a disability, caring responsibilities or any other reason, please give details in the 'any other notes' section of the application form or get in touch with the Mentoring Coordinator processing your application to discuss further.

Information about convictions, which for other purposes are "spent" must be disclosed. Successful applicants will need to give permission for an enhanced Disclosure and Barring check to be made.

**REUK's Child Protection Policy and procedures will be covered in the initial training for mentors but successful candidates will be asked to familiarise themselves with our full**

**Child Protection Policy in advance of completing the training. To read about REUK's mission and values, please click [here](#).**