



Talking Together

Talking Together Volunteer Language Trainer Role Specification

About the opportunity

Are you looking for a volunteering opportunity that makes a real change to someone's level of English? We are looking for volunteers to support UK residents – many of whom will be women from Pakistani, Bangladeshi and Somali backgrounds - with informal language teaching that will enable them to do vital, everyday things like visiting the doctor or communicating with their children's schools.

This opportunity is open to anyone over 18 who would like a challenging yet enjoyable volunteering experience, to gain valuable new skills, and boost their CV.

- Language Trainers will lead classes of up to 15 adults who have little or no functional spoken English language.
- After receiving a three-day intensive training, Language Trainers will teach classes using a specially designed functional English course, adapting it as necessary to the particular requirements of the class. Talking Together Language Trainers are expected to teach two hour classes, twice a week for a period of 6 weeks.
- Classes will take place at local community venues across London, Birmingham and the West Midlands
- Language Trainers will be expected to send weekly registers to the Project Coordinator and provide short updates on how the classes are going.
- Language Trainers will be supported throughout by the Project Coordinator.

TimeBank, One KX, 120 Cromer Street, London, WC1H 8BS

TimeBank is a ONE20 initiative. ONE20 is a company limited by guarantee registered in England and Wales no. 3695114 and a registered charity no. 1073831; Scotland SC042413.

About TimeBank

TimeBank is a national volunteering charity, started in 2000. We recruit and train volunteers to deliver mentoring projects to tackle complex social problems. We also work with businesses to engage their staff in volunteering. We believe that great volunteering can transform the lives of both volunteers and beneficiaries by building stronger, happier and more inclusive communities.

What are we looking for?

Volunteers don't need to have any teaching experience; however skills and experience working with people, public speaking and training, and working with people from ethnic minority background would be helpful.

We are looking for people who have the following qualities:

- Enthusiastic and self-motivated.
- Good listening and communication skills
- Reliable, punctual and organised.
- Good team player and able to use initiative.
- Confident speaking in front of a group of people.
- Imaginative and able to think on your feet.
- Excellent spoken and written English
- Availability to teach two hour classes, twice a week, for 6 weeks

The following would also be desirable:

- An understanding of issues affecting people with little or no functional English.
- Willing to travel across the city to class locations.
- Confident using ICT.

Practical Considerations

Volunteers need to have excellent English skills and an interest in teaching. Travel expenses will be covered.



Department for
Communities and
Local Government



Be *an inspiration*
Be a volunteer

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