



Jacari Bristol Coordinator: Job Description

Jacari is looking for a resourceful, motivated individual to become one of the Coordinators of our Bristol branch. This is a part-time role and will form one half of a job share (the other half being filled by our current Senior Coordinator.) This position offers a unique chance to manage all aspects of a growing organisation, and is an excellent opportunity for anyone wanting to develop their experience of working in the voluntary sector.

Jacari's vision is a society where young people from all backgrounds have the confidence and language skills to achieve their full potential. Established in 1956 in Oxford, Jacari provides tutoring for children who don't speak English as their first language and are struggling at school. Jacari has been active in Bristol since 2015. Volunteers are paired with a young person and provide tuition for an hour a week to help improve the pupil's English language skills and general academic confidence. We recruit volunteers from local universities and match them one-to-one with a first or second-generation immigrant, refugee or asylum-seeker child at a local school. These children have been identified by their teachers as needing additional support. As well as the tutoring programme, we host termly events and trips for children and volunteers.

Jacari Bristol currently supports over 100 children from 6 schools in Bristol. In Oxford, where we originated, there are currently 100 children from 15 local schools receiving Jacari tutors. Over the next year our aim is to continue growing Jacari Bristol in order to meet the high demand for our service, as well as developing our organisation's strategies and procedures.

The Coordinators manage the day-to-day activity of the charity, providing a contact point for all volunteers, parents and schools. The Coordinator will manage the matching up of children and volunteers, and will liaise with local schools, parents and university authorities. Additional responsibilities include managing a student committee; recruiting, training, DBS-checking, supporting and retaining volunteers from the university; reporting to Jacari's board of trustees; day-to-day administration and book-keeping; events organisation and management; forging links with the local community and other organisations; and fundraising in innovative ways. As the project in Bristol is still developing, the Coordinator is also expected to show creativity and initiative towards developing new processes and procedures to enable Jacari to grow and thrive.

This is an outlined job description and should not be regarded as an inflexible specification. Responsibilities will be reviewed periodically in line with service priorities, and duties may change or new duties be introduced after consultation with the post holder. As a term of your employment, you may be required to undertake such other duties and/or hours of work as may reasonably be required. Line management is provided by the Senior Coordinator (based in Bristol) and you will work closely with the Oxford Coordinator to ensure standardisation of practices across the organisation. Support and guidance is provided by a board of trustees.

Pay: £21,000-£23,000 starting salary (pro rata), dependent on experience.

Hours: 18.75 hours a week (0.5 FTE / 2.5 days equivalent) Days are flexible

Holiday: 25 working days holiday per annum (pro rata), plus statutory and public holidays.