



ON-CALL COORDINATOR

Role Description

WHO ARE WE LOOKING FOR?

We are looking for people with excellent cross-cultural communication and interpersonal skills to join our team as On-Call Coordinators! This is a volunteer role that involves being a core part of our Coordination team, helping to run our English & Befriending Project once a week.

The ideal person will have an interest in, or lived experience of, migration or displacement. They must be confident in working independently and communicating with people with differing cultural backgrounds and levels of English.

TO APPLY:

Email

aine@conversationoverborders.org with "On-Call Coordinator Role" as the subject.

Attach your CV, a paragraph or two about why this is the role for you, and your availability.

KEY TASKS AND RESPONSIBILITIES

- Sending reminders to volunteers and clients who have classes whilst you are on call.
- Supporting people to get online and rescheduling classes when needed.
- Conducting 1-1 check ins with volunteers and clients.
- Onboarding new volunteers and clients.
- Keeping our databases up to date.

WHAT DO WE OFFER?

- A flexible, friendly and supportive team environment, with wellbeing events, socials and resources
- Relevant training opportunities
- Experience working directly with individuals with lived experience of displacement and opportunities to be involved in shaping the project as it grows.
- A funded work SIM and email for contacting candidates and service users

AVAILABILITY

On-Call coordinators are required to be online for half a day each week. We are currently looking for someone available either:

- Wednesdays: 1pm-6pm
- Thursdays: 8am-1pm or 1pm-6pm