

Job Opportunity: Project Administrator

MHCLG Integrating Communities English Language Provision (ICELP)

English for Every day



Redbridge Institute of Adult Education is one of only five winners of the £4.5 million Government's Integrated Communities English Language Programme. This funding is to help learners get the right type of English language provision to help them integrate into life in England.

With more than £400,000 of funding, our project **English for every day** will provide over 2088 learner places, teaching in communities with a high proportion of adults who speak little or no English. Redbridge Institute will lead on this programme providing learner places in Redbridge, Barking and Dagenham, City of London, Enfield, Newham and Waltham Forest.

We will be supporting learners who may not have previously taken steps to learn English and will deliver classes that will improve proficiency in English, boost confidence and encourage integration. English for every day provides opportunities for higher level ESOL learners to gain work experience by completing accredited training in preparation for a voluntary role as **ESOL Learning Ambassadors**. Reaching into their own communities they act as role models, inspiring and engaging isolated and hardest to reach individuals into informal English learning.

Local ESOL Hubs hosted in community organisations will provide accessible venues where ESOL Learning Ambassadors will provide information and advice events. Promoting the benefits of English for every day they will recruit learners onto informal, flexible courses providing the ongoing support and encouragement to attend, achieve, progress and integrate with the wider community. The project will run for 12 months from April 2019-March 2020.

Project Administrator English for every day

Full time 1 year fixed term appointment

This is a great opportunity for an experienced, dynamic and enthusiastic Administrator to work for an outstanding education provider. You will provide the overall administrative support for the project and be responsible for making timely and accurate data returns.

The successful applicant will be a fast and accurate worker with strong communication skills, both over the telephone and face to face. You will be confident to progress check and follow up with partners to ensure deadlines are met as well as flag any potential issues to managers.

Please complete a job application form which you can download from the website. Completed forms should be emailed to staffing@redbridge-iae.ac.uk

The deadline for applications is 12 noon **Monday 25th March**. Shortlisted candidates will be notified on 26.3.19.

Interviews will be held on **Thursday 28th March**.