



Volunteer Learning Navigator Role Description

A key part of the Borderlands Drop-In is supporting refugees, asylum seekers, and those with immigration issues to **improve their English language skills**. We need enthusiastic and committed volunteers to help assess their level and to signpost them to the most appropriate class or opportunity.

Location: The Borderlands Drop-in, The Assisi Centre, Lawfords Gate, Bristol BS5 0RE

Time Commitment: One session per week or every other week, on a Monday and Tuesday morning. Ideally you would be available from 10.30am – 12.30pm during the Borderlands Drop-In. There is also occasional mandatory training, in safeguarding, etc. We hope volunteers can commit to a minimum of 6 months.

We are looking for organised and reliable Learning Navigators who:

- Is excited to work in a team with asylum seekers and refugees.
- Is friendly and warm, with good people and communication skills.
- Is confident completing basis forms, including digital forms.
- Is passionate about empowering asylum seekers and interested in finding information online about opportunities that fit their aspirations.

Specific Duties and responsibilities:

- Registering new members on our database (Lamplight) (refugees and asylum seekers).
- Assessing the ESOL level of asylum seekers and refugees using resources provided.
- Signposting and referrals to other learning providers as appropriate.
- Supporting members to complete registration forms.
- Keeping good records using our database, Lamplight.

Many of our members are in extremely vulnerable situations because of their immigration status, trauma and other factors. Because of this we must take a cautionary approach to ensuring that the people working with them (both volunteers and staff members) are appropriate and safe. All volunteer roles at Borderlands are, therefore, subject to both references, and a DBS check.

For this role the level of DBS check required is: Enhanced – Adult & Child Workforce with Child Barred List check

If you are interested in this role please contact the Learning Projects Manager Imy Franklin imogen@borderlands.org.uk